

**IDAHO STATE DEPARTMENT OF EDUCATION**

# **THE IDAHO CERTIFICATION MANUAL**

## **Part 2**

Certification Information and Procedures  
Code of Ethics for Idaho Professional Educators  
Application Blank and Forms

**Revised 2005**



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## FOREWORD

Idaho has a history of a strong commitment to high standards for all school personnel. This latest edition of the Idaho Certification Manual continues that tradition, and reinforces our recognition that those who work within the educational system are key to ensuring the best possible future for Idaho and for its students.

This revision contains several new areas of information. The Code of Ethics for Idaho Professional Educators has been updated to reflect new challenges for the profession. Information is included on alternate routes to certification and on the Praxis II assessment program for certificated personnel. This document is a procedural manual, providing users with information on how to comply with state law and with State Board of Education rules. (Although references to statutes and rules are listed throughout the manual, the official versions are found in the Idaho Code and the Idaho Administrative Code, Vol. 1.)

Most importantly, this manual is the product of a broad-based effort that involved teachers and administrators, the State Board of Education, the State Department of Education, the teacher preparation programs at Idaho's higher education institutions, and others who have a stake in ensuring that the most qualified staff is available to deliver the highest quality program possible in Idaho's schools.

We hope you will find this revised Idaho Certification Manual useful. We appreciate your interest in Idaho certification, and we welcome you to the ranks of this most important profession.

Sincerely,

A handwritten signature in cursive script that reads "Marilyn Howard".

Marilyn Howard, Ed.D.  
State Superintendent of  
Public Instruction

## INFORMATION

### A. SUGGESTIONS FOR USING THIS MANUAL

- This manual may be accessed on the web at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

- Following each state statute and/or State Board Rule is the procedure for implementation.
- **Double-lined boxes** denote Idaho **statute and/or State Board of Education Rule**.



- **Dotted boxes** contain general information or are **checklists** for certification.



- **Solid lined boxes** contain **endorsement requirements**.



- **Forms** in the manual **are perforated** and may be torn out and duplicated. These forms also are available on the web.

### B. REVISION OF INITIAL CERTIFICATION STANDARDS

#### IDAHO STANDARDS FOR INITIAL CERTIFICATION OF PROFESSIONAL SCHOOL PERSONNEL

The Idaho Standards for Initial Certification of Professional School Personnel as approved by the State Board of Education and Idaho Legislature are subject to annual review by the Professional Standards Commission. To facilitate this process, the Commission plans to review approximately twenty (20) percent of the standards each year, thus completing the cycle every five (5) years. This plan is designed to keep standards current and useful on a continuous basis. These standards may be viewed on the web at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

## TWO-YEAR PHASE IN PERIOD

There will be a **two-year** phase-in period from final approval of the standards changes by the State Board and Idaho legislature before teacher candidates and Idaho teacher preparation institutions will be held accountable for the changes. For certification purposes, accountability under current approved standards will remain in effect during the two-year phase-in period.

## OUT-OF-STATE/REVISION/REINSTATEMENT APPLICANTS

Out-of-state applicants applying for initial Idaho certification, those applying for additional endorsements or certificates, and those applying to renew a lapsed Idaho certificate **will** be held accountable for current State Board of Education-approved standards. There **will not** be a phase-in period for these applicants.

## IMPLEMENTATION MATRIX

A matrix has been developed in the Bureau of Certification/Professional Standards and shared with deans of Idaho teacher preparation programs. This matrix is designed to help ensure that standards changes are current and that accountability for these changes is specifically defined.

## NO CHILD LEFT BEHIND IMPLICATIONS FOR CERTIFICATION

The No Child Left Behind legislation has significant ramifications for teacher certification. By **September 1, 2006**, **all** certificated teachers need to be **highly qualified** in the subject areas they teach. The following is important:

- By State Board of Education Rule, teachers need to be highly qualified in **all subject areas** they are assigned to teach. This is a requirement **over and above** the NCLB requirement of being highly qualified in only the core subject areas of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.
- The ultimate responsibility for becoming “highly qualified” rests with the certificated teacher. Districts, however, have the responsibility to ensure that all certificated teachers are certified and highly qualified by the September 1, 2006, date.
- A teacher who is reported on the **October 15, 2006**, IBEDS report **as not being** highly qualified **will** cause the district to experience accreditation and/or state reimbursement consequences.
- By Idaho definition, teachers in Idaho who have a major in **any** content area, or an endorsement in that area, are deemed highly qualified to teach that content area.
- Beginning September 1, 2004, those certificated teachers assigned to teach a subject for which they do not possess a major/equivalent or endorsement **will** be required to enroll in an alternate route program to earn a certificate/endorsement for that subject.

- The new State Board-approved alternate route options are found on pages 103-108 in the certification manual and **will** be effective September 1, 2006.
- The current Letter of Authorization and Consultant Specialist Letters of Approval and Misassignments **may** be used until September 1, 2006.
- One of the new State Board-approved alternative routes to teacher certification is called “Alternative Authorization/Teacher to New Certification.” For continued understanding, this process **will continue** to be referred to in the Bureau of Certification/Professional Standards as a **Letter of Authorization (LOA)**.
- To assist in complying with the highly qualified NCLB requirement, a questionnaire-rubric has been developed in the State Department of Education as an option for school districts to use in determining highly qualified teachers. Please refer to the certification website for a copy of this rubric at:

[www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

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### **XIII. IDAHO EDUCATOR CREDENTIAL INDEX**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**016. IDAHO EDUCATOR CREDENTIAL**

(3-16-04)

The State Board of Education authorizes the State Department of Education to issue certificates and endorsements to those individuals meeting the specific requirements for each area provided herein. (Idaho Code §33-1201)

**PROCEDURE:**

In compliance with Idaho Code §33-1201, the Bureau of Certification/Professional Standards will issue the following **certificates** and **endorsements** on an IDAHO EDUCATOR CREDENTIAL:

**NOTE:** The following certificate and endorsement titles are incorporated as part of Rule 016 noted above.

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**6. PUPIL PERSONNEL SERVICES CERTIFICATE (Pre K-12) ..... 91-97**

Endorsements K-12 .....

- (1) Counselor, K-12 .....91
- (2) School Psychologist.....92
- (3) School Nurse ..... 93-94
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- (5) Misassignments ..... Expires June 30, 2006
  - (a) Grandfathering .....Continues after June 30, 2006

If a credential is allowed to lapse, **all** current requirements for initial certification apply. Certificates and endorsements no longer offered by the state **cannot** be reinstated if they are allowed to lapse.

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## **XIV. EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION BLENDED CERTIFICATE (Birth-Grade 3)**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **019. EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION BLENDED CERTIFICATE (3-16-04)**

An Early Childhood/Early Childhood Special Education Blended Certificate is non-categorical and makes an individual eligible to teach in any educational setting for youth from birth to grade three (3), including those who are at-risk or have developmental delays. The Early Childhood/Early Childhood Special Education Blended Certificate **may** be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements:

#### **019.01. Professional Education Requirements**

**a.** A **minimum** of thirty (30) semester credit hours, or forty-five (45) quarter credit hours, in the philosophical, psychological, and methodological foundations, in instructional technology, and in the professional subject matter of early childhood and early childhood-special education. The professional subject matter of early childhood and early childhood-special education **shall** include course work specific to the young child from birth through grade three (3) in the areas of:

1. child development and learning;
2. curriculum development and implementation;
3. family and community relationships;
4. assessment and evaluation;
5. professionalism; and,
6. application of technologies.

**b.** The required thirty (30) semester credit hours, or forty-five (45) quarter credit hours, shall include not less than six (6) semester credit hours, or nine (9) quarter credit hours, of early childhood student teaching and three (3) semester credit hours, or four (4) quarter credit hours, of developmental reading.

**019.02. General Education Requirements.** A **minimum** of forty-four (44) semester credit hours, or sixty-six (66) quarter credit hours, in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, natural sciences, and language skills. These credits shall include the following:

(continued on next page)

- a. Twelve (12) semester credit hours, or eighteen (18) quarter credit hours, of English, including composition and literature.
- b. Twelve (12) semester credit hours, or eighteen (18) quarter credit hours, of social science, including U.S. History and/or American (Federal) Government (psychology **will not** satisfy this requirement). Course work accepted as social science must be earned through these departments: History, Political Science, Sociology, Anthropology, Economics, and/or Geography.
- c. Eight (8) semester credit hours, or twelve (12) quarter credit hours, in two (2) or more areas of natural science (psychology will not satisfy this requirement). The three (3) natural science areas are: Biological Science, Physical Science, and Earth Science.
- d. Three (3) semester credit hours, or four (4) quarter credit hours, of fine arts (music or art) department course work.
- e. Six (6) semester credit hours, or nine (9) quarter credit hours, in math department course work.
- f. Three (3) semester credit hours, or four (4) quarter credit hours, in the content or methods of physical education and/or health education, exclusive of activity classes.

**019.03. Additional Requirements.** An institutional recommendation from an accredited college or university, and passage of the Idaho Comprehensive Literacy Exam.

**019.04. Proficiency** in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved early-childhood assessments.

### **PROCEDURE:**

- A. An Early Childhood/Early Childhood Special Education Blended Certificate (Birth –Grade 3) is valid for either regular education or special education. It is valid, also, in inclusive preschools and other programs designed to serve typically and atypically developing young children.
- B. The application process is found on page 9.
- C. **REQUIREMENTS** – Praxis II content area assessment located at [www.sde.state.id.us/certification/PraxisInfo.asp](http://www.sde.state.id.us/certification/PraxisInfo.asp)

## XV. STANDARD ELEMENTARY CERTIFICATE

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **018. STANDARD ELEMENTARY CERTIFICATE**

(3-16-04)

A Standard Elementary Certificate makes an individual eligible to teach grades Kindergarten (K) through eight (8), and may be issued to any person who has a bachelor's degree from an accredited college or university and who meets the following requirements:

#### **018.01. Professional Education Core Requirements.**

**a.** A **minimum** of twenty-four (24) semester credit hours, or thirty-six (36) quarter credit hours, in the philosophical, psychological, and methodological foundations and in the professional subject matter of elementary education, which **shall** include at **least** six (6) semester credit hours, or nine (9) quarter credit hours, in developmental reading and its application to the content area.

**b.** At **least** six (6) semester credit hours, or nine (9) quarter credit hours, of elementary student teaching or two (2) years of satisfactory experience as a teacher in grades K-8.

**018.02. General Education Requirements.** A **minimum** of forty-four (44) semester credit hours, or sixty-six (66) quarter credit hours, in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, natural sciences, and language skills. These credits **shall** include the following:

**a.** Twelve (12) semester credit hours, or eighteen (18) quarter credit hours, of English, including composition and literature;

**b.** Twelve (12) semester credit hours, or eighteen (18) quarter credit hours, of social science, including U.S. History and/or American (Federal) government (psychology **will not** satisfy this requirement). Course work accepted as social science **shall** be earned through these departments: History, Political Science, Sociology, Anthropology, Economics and/or Geography;

**c.** Eight (8) semester credit hours, or twelve (12) quarter credit hours, in **two (2) or more areas** of natural science (psychology will not satisfy this requirement). The three (3) natural science areas are: Biological Science, Physical Science and Earth Science.

(continued on next page)

- d. **Three** (3) semester credit hours, or four (4) quarter credit hours, of fine arts (music or art) department course work;
- e. Six (6) semester credit hours, or nine (9) quarter credit hours, in math department course work.
- f. Three (3) semester credit hours, or four (4) quarter credit hours, in the content or methods of physical education and/or health education, exclusive of activity classes.

**018.03. Additional Requirements.** An institutional recommendation from an accredited college or university or verification of two (2) years of teaching experience in grades Kindergarten (K) through eight (8).

**018.04. Ninth Grade Endorsement.** If an individual with a Standard Elementary Certificate completes the requirements for a subject area endorsement as outlined under requirements for a Standard Secondary Certificate, an endorsement allowing teaching of that subject through grade nine (9) may be added to the Standard Elementary Certificate.

**018.05. Proficiency.** Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate shall meet or exceed the state qualifying score on approved elementary content area and pedagogy assessments.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**021. ENDORSEMENTS**

(3-16-04)

Holders of a Secondary Certificate or a Standard Elementary Certificate **may** be granted endorsements in subject areas as provided herein. An official statement of competency in a teaching area or field is acceptable in lieu of courses for a teaching major or minor if such statements originate in the department or division of the accredited college or university in which the competency is established and are approved by the director of teacher education of the recommending college or university. To add an endorsement to an existing credential, an individual **shall complete** the credit hour requirements as provided herein and **shall also** meet or exceed the state qualifying score on appropriate, state-approved content, pedagogy and performance assessments. When converting semester credit hours to quarter credit hours, two (2) semester credit hours is equal to three (3) quarter credit hours.



## **PROCEDURE:**

### **A. K-12 ENDORSEMENT ON AN ELEMENTARY CERTIFICATE**

An Elementary Certificate **may** be endorsed K-12 for teaching music, art, education media generalist (library), physical education, reading and foreign language in the secondary school when the teacher has completed the **secondary methods** course in the area of the endorsement, meets the academic qualifications for the subject area, and meets or exceeds the appropriate Praxis II content area assessment. Requirements for these endorsements are described in subject area endorsements as listed on pages 48 and 51 and specifically found on pages 52-81.

### **B. NINTH GRADE ENDORSEMENT ON AN ELEMENTARY CERTIFICATE**

An Idaho K-8 Elementary Certificate **may** be endorsed for teaching in the ninth grade. The **intent** of allowing secondary endorsements on an Elementary Certificate is to acknowledge the academic background of middle school teachers. It is not the intent, nor is it permissible, for a teacher with an Elementary Certificate to teach students in grades 10-12, even with a ninth grade endorsement.

If the minimum requirements for a secondary endorsement are met, an endorsement allowing teaching of that subject area through grade 9 **may** be added to the Elementary Certificate.

An Elementary Certificate allows the certificate holder to teach **any** subject in grades K-8, in both multiple-subject and single-subject, non-special education classrooms. If the teacher meets the requirements for a subject area endorsement on a Standard Secondary Certificate (see pages 50-81), however, an endorsement allowing teaching of that subject area through grade 9 **may** be added to the Elementary Certificate. To teach a subject area in grades 10-12, a teacher **must** hold a Standard Secondary Certificate (see page 50).

**C.** The application process is found on page 9.

**D. REQUIREMENTS** – Praxis II content area assessment located at [www.sde.state.id.us/certification/PraxisInfo.asp](http://www.sde.state.id.us/certification/PraxisInfo.asp)

## XVI. STANDARD SECONDARY CERTIFICATE

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **020. STANDARD SECONDARY CERTIFICATE**

(3-16-04)

A Standard Secondary Certificate makes an individual eligible to teach in grades six (6) through twelve (12). A Secondary Certificate **may** be issued to any person with a bachelor's degree from an accredited college or university and who meets the following minimum requirements:

#### **020.01. Professional Education Core Requirements.**

**a.** A **minimum** of twenty (20) semester credit hours, or thirty (30) quarter credit hours, in the philosophical, psychological, and methodological foundations, in instructional technology, and in the professional subject matter of secondary education, which **must** include at least three (3) semester credit hours, or five (5) quarter hours, of reading in the content area.

**b.** The required twenty (20) semester credit hours, or thirty (30) quarter credit hours, must also include at least six (6) semester credit hours, or nine (9) quarter credit hours, of secondary student teaching or two (2) years of satisfactory experience as a teacher in grades six (6) through twelve (12).

#### **020.02. General Education Requirements.**

Preparation in at least two (2) fields of secondary teaching: a major subject of at least thirty (30) semester credit hours, or forty-five (45) quarter credit hours, and a minor subject of at least twenty (20) semester credit hours, or thirty (30) quarter credit hours. Preparation of **not less than** forty-five (45) semester credit hours, or sixty-eight (68) quarter credit hours, in a single subject area may be used in lieu of a major or minor field.

#### **020.03. Additional Requirements.**

An institutional recommendation from an accredited college or university or verification of two (2) years of teaching experience in grades six (6) through twelve (12).

**20.04 Proficiency.** Proficiency in areas noted above is measured by completion of the credit hour requirements provided herein. Additionally, each candidate must have a qualifying score of an approved content area assessment in any area(s) for which the certificate or endorsement (s) will be applied.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**021. ENDORSEMENTS**

(3-16-04)

Holders of a Secondary Certificate or a Standard Elementary Certificate **may** be granted endorsements in subject areas as provided herein. An official statement of competency in a teaching area or field is acceptable in lieu of courses for a teaching major or minor if such statements originate in the department or division of the accredited college or university in which the competency is established and are approved by the director of teacher education of the recommending college or university. To add an endorsement to an existing credential, an individual **shall complete** the credit hour requirements as provided herein and **shall also** meet or exceed the state qualifying score on appropriate, state-approved content, pedagogy and performance assessments. When converting semester credit hours to quarter credit hours, two (2) semester credit hours is equal to three (3) quarter credit hours.

**A. ADDING ENDORSEMENTS**

1. To add an endorsement, a minimum of twenty (20) semester credit hours, or thirty (30) quarter hours, of course work is required in the content area.
2. Must meet or exceed the qualifying score on appropriate State Board-approved assessment(s).
3. A related subject area endorsement is a prerequisite to receiving either the Natural Science or Social Studies endorsements (see pages 74 and 79).

**B. K-12 ENDORSEMENT ON A SECONDARY CERTIFICATE**

A Secondary Certificate **may** be endorsed K-12 for teaching music, art, education media generalist (librarian), physical education, reading, and foreign language in the secondary school when the teacher has completed the **elementary methods** course in the area of the endorsement, meets the academic qualifications for the subject area, and meets or exceeds the qualifying score on appropriate State Board-approved assessment(s). Requirements for these endorsements are described in Subject Area Endorsements as listed on pages 41-42 and specifically found on pages 52-81.

## XVII. SUBJECT AREA ENDORSEMENTS ON SECONDARY CERTIFICATES

Idaho secondary schools **may** include high schools, junior high schools, and middle schools; the range of grades includes 6-12. Secondary certificates **may** be endorsed for subject areas appropriate to Idaho secondary schools. Credits **must** be earned through appropriate departments (e.g., English endorsement course work **must** be taken through the English department).

**NOTE:** When converting quarter credit hours to semester credit hours, three (3) quarter hours equal two (2) semester credit hours.

**NOTE:** State Board Rule is described below in each box. Below the box is information for easy reference, including Praxis II requirements.

**Endorsement Areas Discussed Below Are Arranged Alphabetically.**

### **AGRICULTURE SCIENCE & TECHNOLOGY (6-12)**

Forty-five (45) semester credit hours **are required** in Agriculture to include course work in **EACH** of the following areas:

AGRICULTURE EDUCATION  
AGRICULTURE MECHANICS  
AGRICULTURE BUSINESS MANAGEMENT

SOIL SCIENCE  
ANIMAL SCIENCE  
PLANT SCIENCE

**plus**

OCCUPATIONAL TEACHER PREPARATION course work as provided in Sections 034 through 038 (State Board of Education Rule).

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Agriculture</b>	<b>0700</b>	<b>510</b>

**POSSIBLE TEACHING ASSIGNMENTS:** All Agricultural Science and Technology courses, including professional-technical courses

### **AMERICAN GOVERNMENT (6-12)**

Twenty (20) semester credit hours to include:

AMERICAN GOVERNMENT: a **MINIMUM** of six (6) semester credit hours

AMERICAN HISTORY: a **MINIMUM** of six (6) semester credit hours

COMPARATIVE GOVERNMENT: a **MINIMUM** of three (3) semester credit hours

Remaining course work will be taken in the following areas: HISTORY and/or POLITICAL SCIENCE

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Government/Political Science</b>	<b>0930</b>	<b>610</b>

**POSSIBLE TEACHING ASSIGNMENTS:** American Government, Political Science, American Studies, State History/Government

### **AMERICAN STUDIES (6-12)**

Twenty (20) semester credit hours in the area of American Studies

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Government/Political Science</b>	<b>0930</b>	<b>610</b>

**POSSIBLE TEACHING ASSIGNMENTS:** American Government, Political Science, American Studies

### **ANTHROPOLOGY (6-12)**

Twenty (20) semester credit hours in the area of Anthropology

#### **INFORMATION:**

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Sociology</b>	<b>0950</b>	<b>570</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Anthropology

### **ART (K-12 ) or (6-12)**

Twenty (20) semester credit hours in the area of Art. To obtain an Art (K-12) endorsement, applicants holding a Secondary Certificate must complete an elementary methods course, and applicants holding a Standard Elementary Certificate must complete a secondary methods course.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Art: Content Knowledge</b>	<b>0133</b>	<b>155</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Art

### **ARTS & CRAFTS (6-12)**

Twenty (20) semester credit hours to include course work in FOUR (4) of the following areas:

WOODWORKING  
PLASTICS  
METAL ART

GRAPHIC ART  
CERAMICS

LEATHER WORK  
DRAFTING

### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**POSSIBLE TEACHING ASSIGNMENTS:** Arts & Crafts; Art

### **BILINGUAL EDUCATION (K-12)**

Twenty (20) semester credit hours to include:

MODERN LANGUAGES: six (6) semester credit hours - upper division

CULTURAL DIVERSITY: three (3) semester credit hours in the target language AND/OR cross-cultural OR multi-cultural course work

ENGLISH AS A SECOND LANGUAGE: seven (7) semester credit hours to include:

- **METHODOLOGY:** a minimum of three (3) semester credit hours;
- **BILINGUAL PRACTICUM** or **FIELD EXPERIENCE:** one (1) semester credit hour

Remaining semester credit hours may include work in foundations, applied linguistics, testing, OR bilingual education.

Not more than five (5) semester credit hours of workshop credit will be accepted for this endorsement.

### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>English to Speakers of Other Languages</b>	<b>0360</b>	<b>580</b>

**Methodology must be in a non-workshop format.**

**NOTE:** Bilingual education is designed to help students meet the same rigorous academic standards that all other students meet, to keep students at grade level, and to help students meet graduation requirements on time.

**NOTE:** The Bilingual endorsement allows an ESL assignment, but the ESL endorsement **does not** allow a Bilingual assignment.

**POSSIBLE TEACHING ASSIGNMENTS:** Bilingual Education; Bilingual Director/Coordinator; ESL; ESL Director/Coordinator



### **BIOLOGICAL SCIENCE (6-12)**

Twenty (20) semester credit hours to include at least:

BOTANY: six (6) semester credit hours

ZOOLOGY: six (6) semester credit hours

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Biology: Content Knowledge</b>	<b>0235</b>	<b>139</b>

**POSSIBLE TEACHING ASSIGNMENTS**: Biological Science, Life Science, Ecology or Environmental Science

### **BUSINESS TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours to include course work in the following areas:

INTERMEDIATE or ADVANCED KEYBOARDING

ACCOUNTING

BUSINESS/OFFICE PROCEDURES

**plus**

OCCUPATIONAL TEACHER PREPARATION course work as provided in sections 034 through 038 (State Board of Education Rule)

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Business Education</b>	<b>0100</b>	<b>580</b>

**POSSIBLE TEACHING ASSIGNMENTS**: ALL Business courses, including professional-technical business education courses

### **CHEMISTRY (6-12)**

Twenty (20) semester credit hours in the area of Chemistry

#### **INFORMATION:**

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Chemistry: Content Knowledge</b>	<b>0245</b>	<b>139</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Chemistry

### **COMMUNICATION (Speech) (6-12)**

#### **OPTION I**

Twenty (20) semester credit hours to include:

METHODS OF TEACHING SPEECH/COMMUNICATION

**plus**

Course work in at least four (4) of the following areas:

INTERPERSONAL COMMUNICATION/HUMAN RELATIONS	PUBLIC SPEAKING
ARGUMENTATION/PERSONAL PERSUASION	DRAMA/THEATER ARTS
GROUP COMMUNICATIONS	
NONVERBAL COMMUNICATION	

#### **OPTION II**

Possess an ENGLISH endorsement **plus** at least twelve (12) semester credit hours distributed among the following:

INTERPERSONAL COMMUNICATION/HUMAN RELATIONS	PUBLIC SPEAKING
METHODS OF TEACHING SPEECH/COMMUNICATION	

#### **INFORMATION:**

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Speech Communication</b>	<b>0220</b>	<b>560</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Speech; Communications; Debate

### **COMMUNICATION/DRAMA (6-12)**

Twenty (20) semester credit hours to include a minimum of six (6) semester credit hours in EACH of the following areas:

COMMUNICATIONS

DRAMA

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>ONE of the following:</b>		
<b>Speech Communication</b>	<b>0220</b>	<b>560</b>
<b>Theatre</b>	<b>0640</b>	<b>540</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Speech; Communications; Debate; Drama

### **CONSUMER ECONOMICS (6-12)**

**Must** hold an endorsement in ONE of the following areas:

AGRICULTURAL SCIENCE & TECHNOLOGY    BUSINESS TECHNOLOGY EDUCATION  
FAMILY & CONSUMER SCIENCES            MARKETING TECHNOLOGY EDUCATION  
SOCIAL STUDIES

**plus**

Have **at least** six (6) semester credit hours in ECONOMICS and three (3) semester credit hours in a course DESIGNED FOR THE AVERAGE CONSUMER.

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**NOTE:** The Professional Standards Commission has proposed a change in possible teaching assignments for this endorsement. If approved, holders of this endorsement will no longer be able to teach Economics.

**POSSIBLE TEACHING ASSIGNMENTS:** Consumer Economics; Economics

**DRAFTING (6-12)**

Twenty (20) semester credit hours in the area of Drafting

**INFORMATION:**

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
No assessment		

**POSSIBLE TEACHING ASSIGNMENTS:** Drafting

**DRAMATICS (6-12)**

**OPTION I**

Twenty (20) semester credit hours to include a **MINIMUM** of sixteen (16) semester credit hours in DRAMA or THEATER ARTS. The remaining four (4) semester credit hours may be from the area of COMMUNICATIONS

**OPTION II**

Possess an endorsement in English **plus** a **MINIMUM** of six (6) semester credit hours in DRAMA or THEATER ARTS

**INFORMATION:**

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
Theatre	0640	540

**POSSIBLE TEACHING ASSIGNMENTS:** Drama

### **DRIVER EDUCATION (6-12)**

Two (2) semester credit hours in BASIC DRIVER EDUCATION FOR TEACHERS

**and**

two (2) semester credit hours in any of the following:

ADVANCED DRIVER EDUCATION  
DRIVER SIMULATION EDUCATION  
TRAFFIC ENGINEERING

GENERAL SAFETY EDUCATION  
HIGHWAY TRANSPORTATION

**additionally**

Three (3) years of satisfactory driving experience immediately prior to the endorsement as verified by the Motor Vehicle Division of the State Department of Transportation.

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No test</b>		

**POSSIBLE TEACHING ASSIGNMENTS:** Driver Training

### **EARTH SCIENCE (6-12)**

Twenty (20) semester credit hours including course work in **EACH** of the following:

EARTH SCIENCE

ASTRONOMY

GEOLOGY

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Earth Science: Content Knowledge</b>	<b>0571</b>	<b>144</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Earth Science; Geology; Environmental Science or Ecology; Space Science

### **ECONOMICS (6-12)**

Twenty (20) semester credit hours in the area of Economics

#### **INFORMATION:**

**NOTE:** The Professional Standards Commission has proposed changes in this endorsement.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Economics</b>	<b>0910</b>	<b>460</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Consumer Economics; Economics

### **EDUCATION MEDIA GENERALIST (K-12)**

Twenty (20) semester credit hours in the field of Education Media OR Library Science including: a **MINIMUM** of fifteen (15) semester credit hours of course work distributed among **EACH** of the following:

MATERIAL SELECTION/COLLECTION DEVELOPMENT      LITERATURE FOR YOUTH  
ORGANIZATION/ADMINISTRATION OF EDUCATIONAL MATERIALS  
LIBRARY AUTOMATION/INFORMATION TECHNOLOGY RESEARCH METHODS

#### **INFORMATION:**

The remaining five (5) semester credit hours **may** come from related course work.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Library Media Specialist</b>	<b>0310</b>	<b>620</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Library/Media

### **ENGLISH (6-12)**

Twenty (20) semester credit hours including:

LINGUISTICS/GRAMMAR: three (3) semester credit hours

AMERICAN LITERATURE: three (3) semester credit hours

ENGLISH LITERATURE: three (3) semester credit hours

SOME COURSE WORK IN WRITING METHODS FOR TEACHERS OF SECONDARY STUDENTS

ADVANCED COMPOSITION: six (6) semester credit hours, EXCLUDING the introductory sequence designed to meet the general education requirements.

The remaining credit hours **MUST** be completed within the English department.

### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>English Language, Literature, and Composition: Content Knowledge</b>	<b>0041</b>	<b>158</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Secondary Language Arts; English; Creative Writing; Grammar; Literature; Composition

### **ENGLISH AS A SECOND LANGUAGE (ESL) (K-12)**

Twenty (20) semester credit hours to include:

MODERN LANGUAGES: four (4) semester credit hours

CULTURAL DIVERSITY: three (3) semester credit hours

ESL METHODS: three (3) semester credit hours

PHILOSOPHICAL FOUNDATIONS, THEORY, TESTING/IDENTIFICATION OF LIMITED ENGLISH

PROFICIENT STUDENTS, or APPLIED LINGUISTICS IN ESL: three (3) semester credit hours

ESL PRACTICUM or FIELD EXPERIENCE: one (1) semester credit hour

ELECTIVE: three (3) semester credit hours in ESL-related areas

Additionally, **no more than** five (5) semester credit hours of workshops will be accepted for this endorsement.

#### **INFORMATION:**

**NOTE:** ESL is designed to teach the English language to students with limited English proficiency. This endorsement **does not** allow one to teach Bilingual Education.

CULTURAL DIVERSITY - Anthropology and/or cross cultural or multi-cultural courses are recommended.

ELECTIVES - in ESL-related areas; linguistics recommended

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
English to Speakers of Other Languages	0360	580

**POSSIBLE TEACHING ASSIGNMENTS** : ESL; ESL DIRECTOR/COORDINATOR



### **FAMILY & CONSUMER SCIENCE (6-12)**

Thirty (30) semester credit hours to include course work in **EACH** of the following:

CHILD/HUMAN DEVELOPMENT

HUMAN/FAMILY RELATIONS

DIRECTED LABORATORY EXPERIENCE in CHILDCARE

CLOTHING & TEXTILES, CULTURAL DRESS, FASHION MERCHANDISING, or DESIGN

NUTRITION

FOOD PREPARATION, FOOD PRODUCTION, or CULINARY ARTS

HOUSING, INTERIOR DESIGN, HOME MANAGEMENT, or EQUIPMENT

CONSUMER ECONOMICS or FAMILY RESOURCE MANAGEMENT

INTRODUCTION TO FAMILY & CONSUMER SCIENCES

INTEGRATION OF FAMILY & CONSUMER SCIENCES or FAMILY & CONSUMER METHODS

**plus**

OCCUPATIONAL TEACHER PREPARATION course work as provided in Sections 034 through 038  
(State Board of Education Rule)

### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Family and Consumer Sciences</b>	<b>0120</b>	<b>580</b>

**POSSIBLE TEACHING ASSIGNMENTS:** All Family & Consumer Science courses, including professional-technical courses

### **FOREIGN LANGUAGE (K-12) or (6-12)**

Twenty (20) semester credit hours with course work in a specific foreign language.

To obtain an endorsement in a specific foreign language (K-12), applicants holding a Secondary Certificate must complete an elementary methods course, and applicants holding a Standard Elementary Certificate must complete a secondary methods course.

#### **INFORMATION:**

This endorsement is for all foreign languages except French, German, and Spanish.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Foreign Language Pedagogy</b>	<b>0840</b>	<b>158</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Teaching in the specific foreign language

### **FRENCH (K-12) or (6-12)**

Twenty (20) semester credit hours in the area of French

#### **INFORMATION:**

**French** – Is designed as a 6-12 endorsement. With the addition of a course in elementary teaching methods, the endorsement will become K-12 .

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>French: Content Knowledge</b>	<b>0173</b>	<b>157</b>

**POSSIBLE TEACHING ASSIGNMENTS:** French

**GERMAN (K-12) or (6-12)**

Twenty (20) semester credit hours in the area of German

**INFORMATION:**

**German** – Is designed as a 6-12 endorsement. With the addition of a course in elementary teaching methods, the endorsement will become K-12.

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
German: Content Knowledge	0181	159

**POSSIBLE TEACHING ASSIGNMENTS:** German

**GEOGRAPHY (6-12)**

Twenty (20) semester credit hours in the area of Geography

**INFORMATION:**

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
Geography	0920	600

**POSSIBLE TEACHING ASSIGNMENTS:** Geography

### **GEOLOGY (6-12)**

Twenty (20) semester credit hours in the area of Geology

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Earth Science: Content Knowledge</b>	<b>0571</b>	<b>144</b>

**POSSIBLE TEACHING ASSIGNMENTS**: Geology and Earth Science

### **GIFTED/TALENTED (K-12)**

Twenty (20) semester credit hours to include three (3) semester credit hours in **EACH** of the following:

FOUNDATIONS OF GIFTED/TALENTED EDUCATION

CREATIVE/CRITICAL THINKING SKILLS for GIFTED/TALENTED STUDENTS

SOCIAL & EMOTIONAL NEEDS of GIFTED/TALENTED STUDENTS

CURRICULUM & INSTRUCTION for GIFTED/TALENTED STUDENTS

PRACTICUM AND PROGRAM DESIGN for GIFTED/TALENTED EDUCATION

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**POSSIBLE TEACHING ASSIGNMENTS**: Gifted/Talented teacher; Gifted/Talented Facilitator; Gifted/Talented Director/Coordinator

### **HEALTH (6-12)**

Twenty (20) semester credit hours to include course work in:

ORGANIZATION/ADMINISTRATION OF A SCHOOL HEALTH PROGRAM

HEALTH SCIENCE

METHODS OF TEACHING HEALTH

**and**

A **MINIMUM** of twelve (12) semester credit hours in at least four (4) of the following areas:

MENTAL HEALTH

CONSUMER HEALTH

NUTRITION

HUMAN SEXUALITY

AGING, DEATH, & DYING

SAFETY & ACCIDENT PREVENTION

FITNESS/WELLNESS

SUBSTANCE USE & ABUSE

DISEASE

COMMUNITY/ENVIRONMENTAL HEALTH

### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Health Education</b>	<b>0550</b>	<b>630</b>

**NOTE:** Teachers holding a Health Occupations endorsement are approved to teach Health courses for high school graduation credit.

**POSSIBLE TEACHING ASSIGNMENTS**: Health (6-12)

### **HISTORY (6-12)**

Twenty (20) semester credit hours to include course work in the following:

UNITED STATES HISTORY: at **LEAST** nine (9) semester credit hours

AMERICAN FEDERAL GOVERNMENT: at **LEAST** three (3) semester credit hours

The remaining course work **MUST** be in HISTORY and/or POLITICAL SCIENCE.

#### **INFORMATION:**

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>World and US History</b>	<b>0941</b>	<b>To be determined</b>

**NOTE:** Up to three (3) semester credit hours of the history of a state or a region **MAY** apply toward the U.S. History requirement. Six (6) semester credit hours **MUST** be earned in general survey of U.S. History.

**POSSIBLE TEACHING ASSIGNMENTS:** American History; World History; State History/Government

### **HUMANITIES (6-12)**

An endorsement in either ENGLISH or HISTORY **and**

Twenty (20) semester credit hours including six (6) semester credit hours in **EACH OF TWO** of the following areas:

ART	ENGLISH	HUMANITIES	FOREIGN LANGUAGE
DRAMA	HISTORY	MUSIC	PHILOSOPHY

#### **INFORMATION:**

Credits for the English or History endorsement **will not** be counted toward the total semester credit hours needed to satisfy the multiple subject area requirements.

Studio and performing arts credits **will not** be counted toward this endorsement.

**NOTE:** The Professional Standards Commission has proposed changes in this endorsement.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**POSSIBLE TEACHING ASSIGNMENTS:** Humanities

### **JOURNALISM (6-12)**

#### **OPTION I**

Twenty (20) semester credit hours to include:

JOURNALISM: a **MINIMUM** of sixteen (16) semester credit hours

ENGLISH: four (4) semester credit hours

#### **OPTION II**

Possess an English endorsement with a **MINIMUM** of six (6) semester credit hours in JOURNALISM.

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**POSSIBLE TEACHING ASSIGNMENTS:** Journalism; Publications; Photography

### **MARKETING TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours to include course work in **EACH** of the following areas:

MARKETING                      MANAGEMENT                      ECONOMICS  
COORDINATION OF COOPERATIVE PROGRAMS                      MERCHANDISING/RETAILING  
CURRICULUM & MATERIALS IN MARKETING

The remaining semester credit hours to include course work in the field of business.

**plus**

OCCUPATIONAL TEACHER PREPARATION course work as provided in Sections  
034 through 038 (State Board of Education Rule).

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Marketing Education</b>	<b>0560</b>	<b>630</b>

**POSSIBLE TEACHING ASSIGNMENTS:** **ALL** Marketing Education courses, including  
professional-technical marketing courses

### **MATHEMATICS – BASIC (6-12)**

Twenty (20) semester credit hours in Mathematics to include course work in:

ALGEBRA                      GEOMETRY                      TRIGONOMETRY

Six (6) semester credit hours of computer programming **may** be substituted for six (6) semester credit hours in Mathematics.

#### **INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Mathematics: Content Knowledge</b>	<b>0061</b>	<b>119</b>

**POSSIBLE TEACHING ASSIGNMENTS:** General Math; Algebra I; Consumer Math; Applied Math

### **MATHEMATICS – STANDARD (6-12)**

Twenty (20) semester credit hours including course work in:

CALCULUS and ANALYTICAL GEOMETRY with remaining course work in Mathematics

Six (6) semester credit hours of computer programming **may** be substituted for six (6) semester credit hours in Mathematics.

#### **INFORMATION:**

The remaining course work **MUST** be selected from Math department course work.  
Some suggested topics are:

ABSTRACT ALGEBRA    LINEAR ALGEBRA    GEOMETRY  
PROBABILITY/STATISTICS

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Mathematics: Content Knowledge</b>	<b>0061</b>	<b>119</b>

**NOTE:** Six semester credit hours of computer programming **will** be accepted toward the required 20 semester credit hours of Mathematics.

**POSSIBLE TEACHING ASSIGNMENTS:** ALL secondary level Mathematics courses



### **MUSIC (K-12) or (6-12)**

Twenty (20) semester credit hours to include course work in the following:

THEORY & HARMONY                      MUSIC METHODS/MATERIALS  
MUSIC HISTORY or APPRECIATION  
CONDUCTING  
APPLIED MUSIC

To obtain a Music K-12 endorsement, applicants holding a Secondary Certificate **must** complete an elementary music methods course.

### **INFORMATION:**

APPLIED MUSIC - piano, voice, organ, band, and orchestra instruments

### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>BOTH of the following:</b>		
<b>Music Analysis</b>	<b>0112</b>	<b>151</b>
<b>Music: Content Knowledge</b>	<b>0113</b>	<b>148</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Music 6-12; Music K-12; Vocal Music; Instrumental Music

## **NATURAL SCIENCE (6-12)**

Follow one of the following options:

### **OPTION I**

**Must** have an endorsement in

**BIOLOGY, PHYSICS, CHEMISTRY, or GEOLOGY**

**plus** a minimum of twenty (20) semester credit hours to include a basic course **plus** a lab in **each** of the following areas: **BIOLOGY, PHYSICS, CHEMISTRY, and GEOLOGY**

The remaining course work **may** be taken from any of the following Natural Science areas:

**BIOLOGICAL SCIENCES, BOTANY, ZOOLOGY, PHYSICAL SCIENCE, EARTH SCIENCE, ASTRONOMY, OCEANOGRAPHY, ECOLOGY or LIMNOLOGY.**

### **OPTION II**

Possess an endorsement in Agriculture Science & Technology and complete a minimum of twenty (20) credit hours of course work to include a basic course **plus** a lab in:

**BIOLOGICAL SCIENCES, PHYSICAL SCIENCE, and EARTH SCIENCE**

The remaining course work **may** be taken in **BOTANY, ZOOLOGY, CHEMISTRY, PHYSICS, GEOLOGY, ASTRONOMY, OCEANOGRAPHY, ECOLOGY or LIMNOLOGY.**

A passing score on the Praxis test for Natural Science is required.

## **INFORMATION:**

Teacher candidates in an Idaho teacher preparation program, who will graduate prior to September 1, 2006, with a natural science major, are required to take **only** the General Science Praxis II content area assessment (0435).

Teacher candidates who have a single subject major, such as biology, and desire to obtain a natural science endorsement **must** take the single subject Praxis II assessment as well as the general science Praxis II assessment.

## **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>General Science</b>	<b>0435</b>	<b>149</b>

**NOTE:** The Professional Standards Commission has proposed changes in this endorsement.

**POSSIBLE TEACHING ASSIGNMENTS:** ALL science area courses

### **PHILOSOPHY (6-12)**

Twenty (20) semester credit hours in the area of Philosophy

#### **INFORMATION:**

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>No assessment</b>		

**POSSIBLE TEACHING ASSIGNMENTS:** Philosophy

### **PHYSICAL EDUCATION (K-12) or (6-12)**

Twenty (20) semester credit hours to include course work in EACH of the following areas:

SPORT SKILLS  
SECONDARY PE METHODS  
STUDENT EVALUATION IN PE  
ADMINISTRATION OF A PE PROGRAM  
HEALTH  
PE FOR SPECIAL POPULATIONS  
EXERCISE SCIENCE  
SPORTS PSYCHOLOGY OR SOCIOLOGY  
MOVEMENT

To obtain a Physical Education K-12 endorsement, applicants holding a Standard Secondary Certificate **must** complete an elementary PE methods course.

#### **INFORMATION:**

EXERCISE SCIENCE - physiology, kinesiology

MOVEMENT - motor behavior, motor development, motor learning

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Physical Education: Content Knowledge</b>	<b>0091</b>	<b>143</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Physical Education; Weight Training; Dance

### PHYSICAL EDUCATION/HEALTH (6-12)

#### **INFORMATION:**

**Must** meet the same requirements as for the Physical Education 6-12 endorsement, **plus** six (6) semester credits of Health.

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
Health and Physical Education: Content Knowledge	0856	147

**POSSIBLE TEACHING ASSIGNMENTS:** Physical Education; Weight Training; Health, Dance

### PHYSICAL SCIENCE (6-12)

Twenty (20) semester credit hours in the area of Physical Science to include a **MINIMUM** of eight (8) semester credit hours in **EACH** of the following:

CHEMISTRY                  PHYSICS

#### **INFORMATION:**

#### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
Physical Science: Content Knowledge	0481	145

**POSSIBLE TEACHING ASSIGNMENTS:** Physical Science; Chemistry; Physics

**PHYSICS (6-12)**

Twenty (20) semester credit hours in the area of Physics

**INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Physics: Content Knowledge</b>	<b>0265</b>	<b>129</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Physics

**POLITICAL SCIENCE (6-12)**

Twenty (20) semester credit hours in the area of Political Science

**INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Government/Political Science</b>	<b>0930</b>	<b>610</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Government; Political Science

### **PSYCHOLOGY (6-12)**

Twenty (20) semester credit hours in the area of Psychology

#### **INFORMATION:**

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Psychology</b>	<b>0390</b>	<b>600</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Psychology

### **READING (K-12) or (6-12)**

Twenty (20) semester credit hours in the area of Reading including a **MINIMUM** of fifteen (15) semester credit hours distributed among **EACH** of the following areas:

FOUNDATIONS OF READING or DEVELOPMENTAL READING  
READING IN THE CONTENT AREA  
LITERATURE FOR YOUTH  
PSYCHOLINGUISTICS or LANGUAGE DEVELOPMENT  
CORRECTIVE/DIAGNOSTIC/REMEDIAL READING

To obtain a Reading K-12 endorsement, applicants holding a Secondary Certificate **must** complete an elementary methods course.

#### **INFORMATION:**

Completing the requirements of this endorsement also satisfies the requirements for a K-12 endorsement.

##### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Reading Specialist</b>	<b>0300</b>	<b>480</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Reading (Developmental and Remedial)

### **SOCIAL STUDIES (6-12)**

**Must** have an endorsement in:

HISTORY, POLITICAL SCIENCE, ECONOMICS, ANTHROPOLOGY, SOCIOLOGY,  
PSYCHOLOGY, or GEOGRAPHY

**plus**

a minimum of twenty (20) semester credit hours of which the following are **REQUIRED**:

a **MINIMUM** of six (6) semester credit hours of general U.S. history survey;  
a **MINIMUM** of three (3) semester credit hours of AMERICAN FEDERAL GOVERNMENT

The remaining semester credit hours **MUST** include work from **all** of the following areas:

WORLD HISTORY  
ANTHROPOLOGY

GEOGRAPHY  
SOCIOLOGY

ECONOMICS  
PSYCHOLOGY

### **INFORMATION:**

Teacher candidates in an Idaho teacher preparation program, who will graduate prior to September 1, 2006, with a social studies major, are required to take **only** the Social Studies Praxis II content area assessment (0081).

Teacher candidates who have a single subject major, such as history, and desire to obtain a social studies endorsement **must** take the single subject Praxis II assessment as well as the Social Studies Praxis II assessment.

### **Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Social Studies: Content Knowledge</b>	<b>0081</b>	<b>150</b>

**NOTE:** The Professional Standards Commission has proposed changes in this endorsement.

**POSSIBLE TEACHING ASSIGNMENTS:** **ALL** secondary Social Science courses

**SOCIOLOGY (6-12)**

Twenty (20) semester credit hours in the area of Sociology

**INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Sociology</b>	<b>0950</b>	<b>570</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Sociology

**SOCIOLOGY/ANTHROPOLOGY (6-12)**

Twenty (20) semester credit hours including a **MINIMUM** of six (6) semester credit hours in **EACH** of the following:

SOCIOLOGY                      ANTHROPOLOGY

**INFORMATION:**

**Praxis II assessment(s) required:**

<b>TITLE</b>	<b>NUMBER</b>	<b>QUALIFYING SCORE</b>
<b>Sociology</b>	<b>0950</b>	<b>570</b>

**POSSIBLE TEACHING ASSIGNMENTS:** Sociology; Anthropology



**SPANISH (K-12) or (6-12)**

Twenty (20) semester credit hours in the area of Spanish

**INFORMATION:**

**Spanish** – Is designed as a 6-12 endorsement. With the addition of a course in elementary teaching methods, the endorsement will become K-12.

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
Spanish: Content Knowledge	0191	152

**POSSIBLE TEACHING ASSIGNMENTS:** Spanish

**TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours to include course work in **EACH** of the following areas:

COMMUNICATION TECHNOLOGY	MANUFACTURING TECHNOLOGY
COMPUTER APPLICATIONS	POWER, ENERGY & TRANSPORTATION
CONSTRUCTION TECHNOLOGY	PRINCIPLES OF TECHNOLOGY
ELECTRONICS TECHNOLOGY	

**plus**

OCCUPATIONAL TEACHER PREPARATION course work as provided in Sections 034 through 038 (State Board of Education Rule)

**INFORMATION:**

**Praxis II assessment(s) required:**

TITLE	NUMBER	QUALIFYING SCORE
Technology Education	0050	590

**POSSIBLE TEACHING ASSIGNMENTS:** **ALL** Technology Education courses, including Industrial Technology; Industrial Arts; professional-technical Industrial Technology courses

## **XVIII. NATIVE AMERICAN LANGUAGE TEACHERS**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**025. NATIVE AMERICAN LANGUAGE**

(3-16-04)

Each Indian tribe shall provide to the State Department of Education the names of those highly and uniquely qualified individuals who have been designated to teach the tribe's native language. Upon receiving the names of American Indian languages teachers designated by the Indian tribe, the State Department of Education shall authorize those individuals as American Indian languages teachers (Idaho Code §33-1280).

**PROCEDURE:**

Based on a letter from the specific tribal council listing its approved native language teachers, the Bureau of Certification/Professional Standards **will** consider these individuals to be highly and uniquely qualified to teach the tribe's native language.

## **XIX. EXCEPTIONAL CHILD CERTIFICATE**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **028. EXCEPTIONAL CHILD CERTIFICATE**

(3-16-04)

Holders of this certificate work with children who have been identified as having an educational impairment.

#### **028.01. Generalist (K-12) Endorsement.**

The Generalist K-12 endorsement is non-categorical and allows one to teach in any K-12 special education setting. This endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years for renewal. Regardless of prior special education experience, all initial applicants **must** provide an institutional recommendation that an approved special education program has been completed. To be eligible for an Exceptional Child Certificate with a Generalist K-12 endorsement, a candidate must have satisfied the following requirements:

- a.** Completion of a baccalaureate degree from an accredited college or university.
- b.** Completion, in an Idaho college or university, of a program in elementary, secondary, or special education currently approved by the Idaho State Board of Education.

**OR**

Completion, in an out-of-state college or university, of a program in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed.

- c.** Completion of thirty (30) semester credit hours in special education, or closely related areas, as part of an approved special education program.
- d.** Each candidate must have a qualifying score on an approved core content assessment and a second assessment related to the specific endorsement requested.

**028.02. Hearing Impairment (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Hearing Impairment. An institutional recommendation specific to this endorsement **is** required.

**028.03. Visual Impairment (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Visual Impairment. An institutional recommendation specific to this endorsement **is** required.

**028.04. Seriously Emotionally Disturbed (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Seriously Emotionally Disturbed. An institutional recommendation specific to this endorsement **is** required.

**028.05. Severe Retardation (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Severe Retardation. An institutional recommendation specific to this endorsement **is** required.

**028.06. Multiple Impairment (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Multiple Impairment. An institutional recommendation specific to this endorsement **is** required.

**028.07. Physical Impairment (K-12)**

Completion of a program of a minimum of thirty (30) semester credit hours in the area of Physical Impairment. An institutional recommendation specific to this endorsement **is** required.

**PROCEDURE:**

- A. Applicant **must** submit an institutional recommendation from the college or university where special education was completed.
- B. The application process is found on page 9.
- C. **REQUIREMENTS** – Praxis II content area assessment located at [www.sde.state.id.us/certification/PraxisInfo.asp](http://www.sde.state.id.us/certification/PraxisInfo.asp)

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**029. CONSULTING TEACHER ENDORSEMENT**

(3-16-04)

To be eligible for a Consulting Teacher endorsement on the Exceptional Child Certificate, the Early Childhood /Early Childhood Special Education Blended Certificate (Birth-Grade 3), the Standard Elementary Certificate or the Standard Secondary Certificate, a candidate **must** have satisfied the following requirements:

**029.01. Education Requirements.**

Completion, in an accredited college or university, of a master's degree or an approved fifth-year program as defined by the Idaho State Board of Education, and have demonstrated competencies in the following areas:

- a. Assessment of learning behaviors;
- b. Individualization of instructional programs based on educational diagnosis;
- c. Behavioral and/or classroom management techniques;
- d. Program implementation and supervision;
- e. Knowledge in use of current methods, materials and resources available and management and operation of media centers;
- f. Ability in identifying and utilizing community or agency resources and support services; and,
- g. Counseling skills and guidance of professional staff.

**029.02. Experience.**

Completion of a **minimum** of three (3) years' teaching experience, at least two (2) years of which must be in a special education classroom setting.

**PROCEDURE:**

- A. The applicant **must** submit a recommendation completed by the director of special education of the preparing college/university **OR** by the supervisor/director of special education of the district in which the professional competencies were demonstrated.
- B. The application process is found on page 9.
- C. A completed Verification of Demonstrated Competency for Consulting Teacher of Special Education form is required. The form may be obtained from the

website (<http://www.sde.state.id.us/certification>) or by contacting the Bureau of Certification/Professional Standards at (208) 332-6800.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**030. SUPERVISOR/COORDINATOR OF SPECIAL EDUCATION ENDORSEMENT** (3-16-04)

To be eligible for this endorsement on the Exceptional Child Certificate or the Pupil Personnel Certificate endorsed for School Psychologist, Speech-Language Pathologist or Social Worker, a candidate **must**:

- a. Complete a master's degree program;
- b. Have a **minimum** of three (3) years of experience in a special education setting; and
- c. Obtain college or university verification of demonstrated competencies in special education administration, supervision of instruction and counseling parents of exceptional children.

**PROCEDURE:**

- A. The applicant **must** submit a recommendation completed by the director of special education from the college/university where special education was completed.
- B. The application process is found on page 9.
- C. A completed Verification of Demonstrated Competency for **Supervisor/Coordinator** of Special Education is required. The form may be obtained from the internet site (<http://www.sde.state.id.us/certification>) or by contacting the Bureau of Certification/Professional Standards at (208) 332-6800.

## XX. ADMINISTRATOR CERTIFICATE

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **026. ADMINISTRATOR CERTIFICATE**

(3-16-04)

Every person who serves as a superintendent, a secondary school principal, or principal of an elementary school with eight (8) or more teachers (including the principal), or is assigned administrative duties over and above those commonly assigned to teachers, **is required** to hold an Administrator Certificate. The certificate **may** be endorsed for service as a school principal, a superintendent, or a director of special education and related services. Assistant superintendents **are required** to hold the Superintendent endorsement. Assistant principals or vice-principals **are required** to hold the Principal endorsement. Applicants for the Director of Special Education and Related Services endorsement **will** hold that endorsement on an Administrator Certificate. Possession of an Administrator Certificate **does not** entitle the holder to serve as a teacher at a grade level for which he is not qualified or certificated.

#### **026.01. School Principal Endorsement (Pre-K-12).**

To be eligible for an Administrator Certificate endorsed for School Principal Pre-K-12, a candidate must have satisfied the following requirements:

- a.** Hold a master's degree from an accredited college or university.
- b.** Have four (4) years of full-time certificated experience working with students, Pre-K-12, while under contract in a school setting.
- c.** Have completed an administrative internship, or have one (1) year of experience as an administrator in grades Pre-K-12.
- d.** Provide verification of completion of a state-approved program of at least (30) semester credit hours, forty-five (45) quarter credit hours, of graduate study in school administration for the preparation of school principals at an accredited college or university. This program **shall** include competencies in the following areas:
  1. Leadership, ethics, and management of change;
  2. All forms of communication, including technology, advocacy, and mediation;
  3. Customer involvement and public relations;
  4. Staff development and supervision of instruction;
  5. School law and finance (including special education), and grant writing;

(continued on next page)

6. Curriculum development, integration of technology, delivery, and assessment;
  7. Education of all populations, including special education; and,
  8. Student behavior management/positive behavior supports/effective discipline.
- e. An institutional recommendation **is required** for a School Principal Pre-K-12.

**INFORMATION:** A pertinent form **(B3)** is included in **Appendix B**.  
A pertinent form **(B6)** is included in **Appendix B**.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**026.02. SUPERINTENDENT ENDORSEMENT (Pre-K-12)**

(3-16-04)

To be eligible for an Administrator Certificate with a Superintendent endorsement, a candidate **must** have satisfied the following requirements:

- a. Hold an education specialist or doctorate degree or complete a comparable post-master's sixth-year program at an accredited college or university.
- b. Have four (4) years of full-time certificated/licensed experience working with students Pre-K-12 while under contract in a school setting.
- c. Have completed an administrative internship for the Superintendent endorsement or have one (1) year of out-of-state experience as an assistant superintendent or superintendent in grades Pre-K-12, while holding that state's administrative certificate.
- d. Provide verification of completion of an approved program of **at least** thirty (30) semester credit hours, or forty-five (45) quarter credit hours, of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university. This program in school administration and interdisciplinary supporting areas **shall** include competencies in the following areas in addition to those required for the School Principal Pre-K-12 endorsement:
  1. advanced school finance, grant writing, and generation of additional sources of revenue;
  2. policy development and school board operations/relations;
  3. district-wide support services;
  4. employment practices and negotiations;
  5. educational product marketing and community relations; and,
  6. special services and federal programs.



- e. An institutional recommendation **is required** for Superintendent.

**INFORMATION:** A pertinent form **(B4)** is included in **Appendix B**.  
A pertinent form **(B6)** is included in **Appendix B**.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**026.03. DIRECTOR OF SPECIAL EDUCATION AND RELATED SERVICES  
ENDORSEMENT (Pre-K-12)**

(3-16-04)

To be eligible for an Administrator Certificate endorsed for Director of Special Education and Related Services Pre-K-12, a candidate must have satisfied **all** of the following requirements:

- a. Hold a master's degree from an accredited college or university.
- b. Have four (4) years of full-time certificated/licensed experience working with students Pre-K-12, while under contract in a school setting.
- c. Obtain college or university verification of demonstrated competencies in the following areas:
  - 1. organization and administration of student services, including foundations of special education;
  - 2. leadership, ethics, and management of change;
  - 3. all forms of communication, including technology, advocacy, mediation, and counseling with parents of children with disabilities;
  - 4. customer involvement and public relations;
  - 5. staff development and supervision of instruction;
  - 6. policy development as related to special education and related services;
  - 7. school law and finance as related to special education and related services, and grant writing;
  - 8. curriculum development, integration of technology, delivery, and assessment as related to special education and related services;
  - 9. student behavior management/positive behavioral supports/effective discipline; and,
  - 10. diagnosis and remediation in special education.
- d. Have completed an administrative internship/practicum in the area of administration of special education and related services.
- e. An institutional recommendation **is required** for Director of Special Education and Related Services Pre-K-12.

**INFORMATION:** A pertinent form **(B5)** is included in **Appendix B**.  
A pertinent form **(B6)** is included in **Appendix B**.

**PROCEDURE:**

To apply for an Administrator Certificate with any of the applicable endorsements, see Section IV “Checklist for Making Application for Initial Idaho Certification,” page 12.

## XXI. PUPIL PERSONNEL SERVICES CERTIFICATE

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

### **027. PUPIL PERSONNEL SERVICES CERTIFICATE**

(3-16-04)

Persons who serve as school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists **are required** to hold the Pupil Personnel Services Certificate, with the respective endorsement(s) for which they qualify.

#### **027.01. Counselor Endorsement (K-12).**

To be eligible for a Pupil Personnel Services Certificate endorsed Counselor K-12, a candidate **must** have satisfied the following requirements. The Pupil Personnel Services Certificate with a Counselor endorsement **is** valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement.

- a. Hold a master's degree and provide verification of completion of an approved program of graduate study in school guidance and counseling from a college or university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed. The program **must** include successful completion of **seven hundred (700) clock hours** of supervised field experience, **one-half** of which **must** be in a K-12 school setting. Previous school counseling experience **may** be considered to help offset the field experience clock hour requirement.
- b. An institutional recommendation **is required** for a Counselor K-12 endorsement.

**INFORMATION:** A pertinent form **(B2)** is included in **Appendix B**.

#### **PROCEDURE:**

- A. Career Counselor endorsement **may** be added to a Pupil Personnel Services Certificate by meeting certain requirements (see page 111 for details).
- B. Idaho Code §33-1212 allows certificated school social workers to be employed as elementary school counselors without any credential change and without district misassignment concern.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027.02. School Psychologist Endorsement.**

(3-16-04)

This endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement. To be eligible for initial endorsement, a candidate **must** complete a minimum of sixty (60) graduate semester credit hours, which must be accomplished through one (1) of the following options:

**a.** Completion of an approved thirty (30) semester credit hour, or forty-five (45) quarter credit hour, master's degree in education or psychology **and** completion of an approved thirty (30) semester credit hour, or forty-five (45) quarter credit hour, School Psychology Specialist Degree program.

**OR**

**b.** Completion of an approved sixty (60) semester credit hour, or ninety (90) quarter credit hour, master's degree program in School Psychology

**OR**

**c.** Completion of an approved sixty semester (60) credit hour, or ninety (90) quarter credit hour, School Psychology Specialist degree program which did not require a master's degree as a prerequisite, with:

1. Laboratory experience in a classroom, which may include professional teaching experience, student teaching or special education practicum; and,

2. Completion of a **minimum three hundred (300) clock-hour** internship within a school district under the supervision of the training institution and direct supervision of a certificated school psychologist.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027.03. School Nurse Endorsement.**

(3-16-04)

This endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement. Initial endorsement may be accomplished through completion of the following requirements:

- a.** The candidate must possess a **valid registered nursing certificate issued by the Idaho State Board of Nursing**, and a bachelor's degree in nursing, education, or a health-related field from an accredited institution.
- b.** Nine semester credit hours (total) shall be taken for university or college credit in at least three (3) of the following areas:
  - 1. assessment of student health;
  - 2. child and adolescent health issues;
  - 3. counseling, psychology, or social work; and,
  - 4. methods of education instruction.

**Additionally**, must have two (2) years' full-time (or part-time equivalent) school nursing, community health nursing, or any area of pediatric, adolescent, or family nursing experience.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027.04. Provisional Endorsement – School Nurse.**

(3-16-04)

This certificate **will** be granted for those who do not meet the educational requirements but who hold a valid registered nursing license in Idaho. An interim certificate **will** be issued for two (2) years while the applicant is meeting the educational requirements, and it is not renewable.

**INFORMATION:**

The School Nurse Endorsement requires:

- A.** A valid RN license issued by the Idaho State Board of Nursing.

- B.** A Bachelors Degree in Nursing, education or a health related field from an accredited institution.
- C.** Six (6) semester credit hours earned in the last five (5) years.

**OR**

- A.** A valid RN license issued by the Idaho State Board of Nursing.
- B.** Nine (9) semester credit hours in three (3) of the following:
  - (1)** Assessment of student health;
  - (2)** Child and adolescent health issues;
  - (3)** Counseling, psychology, or social work; and,
  - (4)** Methods of education instruction.
- C.** Two (2) years full-time (or part time equivalent) school nursing, community health nursing, or any area of pediatric, adolescent, or family nursing.
- D.** Six (6) semester credit hours earned in the last five (5) years.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027.05. Speech-Language Pathologist Endorsement.**

(3-16-04)

This endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement. Initial endorsement will be issued to candidates who:

- a. Possess a master's degree from an accredited college or university in a speech/ language pathology program approved by the State Board of Education; and who
- b. Receive an institutional recommendation from an accredited college or university.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027. 06. Audiology Endorsement.**

(3-16-04)

The endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement. Initial endorsement will be issued to candidates who:

- a. Possess a master's degree from an accredited college or university in an audiology program approved by the State Board of Education; and who,
- b. Receive an institutional recommendation from an accredited college or university.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**027.07 School Social Worker Endorsement.**

(3-16-04)

The endorsement is valid for five (5) years. Six (6) semester credit hours are required every five (5) years in order to renew the endorsement. Initial endorsement will be issued to candidates who:

- a. Possess a social work certificate issued by the Idaho Bureau of Occupational Licenses;
  - b. Receive an institutional recommendation from an accredited college or university; and, complete one (1) of the following options:
    1. A master's degree in social work from an Idaho college or university approved by the State Board of Education. The program must be currently approved by the state educational agency of the state in which the program was completed.
- OR**
2. A master's degree in social work from an out-of-state college or university. The program **must** be currently approved by the state educational agency of the state in which the program was completed.
- OR**
3. A master's degree in guidance and counseling, sociology, or psychology plus thirty (30) semester credit hours of graduate work in social work education, including course work in **all** the following areas:
    - (a) understanding the individual;
    - (b) casework method;
    - (c) field placement;
    - (d) social welfare programs and community resources; and
    - (e) research methods.

**STATUTE: IDAHO CODE §33-1212 ELEMENTARY SCHOOL COUNSELORS**

In recognition ... or an individual licensed as provided by Chapter 32, title 54, Idaho Code as a certified social worker and who meets the requirements of the State Board of Education.



**PROCEDURE:**

Idaho Code §33-1212 allows certificated school social workers to be employed as elementary school counselors without any change in credential and without district misassignment concern.

**ADDITIONAL REQUIREMENTS FOR ALL PUPIL PERSONNEL SERVICES  
CERTIFICATION ENDORSEMENT**

- A.** All of the endorsements that may be attached to the Pupil Personnel Services Certificate require an institutional recommendation. The **Institutional Recommendation** form (**B2**) is found in **Appendix B**.
- B.** To apply for a Pupil Personnel Services Certificate with any of the applicable endorsements, see **Section IV “Checklist for Making Application for Initial Idaho Certification,”** pages 12-14.

## **XXII. LIMITED APPROVAL ALTERNATIVES** (Expires June 30, 2006)

The limited approval options described in this section **may** be held under the circumstances unique to each option. They also vary in periods of validity. The fee for each method is \$100.

**The Limited Approval Alternatives include:**

**Consultant Specialist Letter of Approval  
Letter of Authorization (LOA) Approval  
Limited Transitional Letter of Approval  
Postsecondary Specialist Letter of Approval  
Misassignment/Grandfathering  
Alternate Route/Teacher Trainee Letter of Permission**

### **A. CONSULTANT SPECIALIST LETTER OF APPROVAL**

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**039. LIMITED APPROVAL ALTERNATIVES** (Expires June 30, 2006)

**039.01 Consultant Specialist Certificate.** (Expires June 30, 2006)

At the request of a school district, the State Department of Education may issue a Consultant Specialist certificate to highly and uniquely qualified persons. The use of the certificate is limited to the applicant's district and is valid for one (1) year. It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.

### **PROCESS:**

At the request of a school district, the State Department of Education **may** issue a Consultant Specialist Letter of Approval to use a **highly and uniquely qualified** individual in an educational position that normally requires formal certification. The use of this Letter of Approval is limited to the requesting district and is valid for one (1) year. **It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.**

To be eligible for a Consultant Specialist Letter of Approval, the following items **must** be submitted by the requesting district:

1. A letter of request that includes:
  - a. a brief statement explaining why the request is necessary;

- b. a statement specifying what makes this individual **highly and uniquely qualified**; and,
  - c. signatures of both the superintendent and the chairperson of the local board of trustees.
2. A **Consultant Specialist Personal Information form** completed by the individual;
  3. A check or money order for \$100 (this fee is **non-refundable**); and,
  4. A criminal history check, including fingerprinting, as required.

## B. LETTER OF AUTHORIZATION (LOA) APPROVAL

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**039.02. Letters of Authorization (LOA).**

(Expires June 30, 2006)

Letters of Authorization allow Idaho school districts to request emergency certification when a professional position cannot be filled with someone who has the correct certificate. Individuals considered for an LOA must have at least a baccalaureate degree and must enroll in a program to achieve full certification in the area of authorization. A request for a Letter of Authorization shall be sent to the State Department of Education.

The request and supporting information **will** be reviewed by the Professional Standards Commission, with the final recommendation of the Commission submitted by the Superintendent of Public Instruction for State Board of Education approval. An LOA is valid for one (1) year and **may** be renewed annually upon completion of nine (9) semester credit hours applicable to the standards for full certification in the area of authorization.

## 1. LETTER OF AUTHORIZATION (LOA) APPLICATION PROCEDURE

To be eligible for Letter of Authorization (LOA) approval, the following requirements **must** be satisfied:

- a. The district **must** first obtain and complete the LOA packet as provided by the certification office. The packet can be referenced at:  
[www.sde.state.id.us/certification/altroutes.asp](http://www.sde.state.id.us/certification/altroutes.asp)
- b. All packet material **will** be submitted by the local education agency in **one, single** packet. The completed packet will include, but not necessarily be limited to:
  - (1) A board declaration of a hiring emergency documented in regular board minutes;

- (2) Evidence of completion of a bachelor of arts degree (except in the limited fields of trade and industry);
- (3) A regular Idaho teacher certification application form **B1** and teacher information form completed by the individual applicant;
- (1) Written verification from a college/university of a planned program to achieve the desired certification;
- (2) Supporting information from the local education agency attesting to the ability of the teacher to serve (usually in the form of letters of recommendation);
- (3) Applicant's resume;
- (4) Official transcripts of the applicant; and,
- (5) A non-refundable processing fee of \$100.

### 3. LETTER OF AUTHORIZATION (LOA) RENEWAL PROCEDURE

For renewal of an LOA, the following materials **must** be submitted to the Bureau of Certification/Professional Standards:

- a. Completed application form (**B1**);
  - b. Check for \$100 payable to the State Department of Education; and,
  - c. Official college/university transcripts verifying nine (9) semester credit hours successfully completed during the year that apply toward completion of the desired certification.
- (1) If less than nine (9) semester credit hours have been completed, the Professional Standards Commission **will consider** recommending renewal of the LOA based on circumstances and explanations from the candidate, the local education agency, and/or the college/university.
  - (2) If the individual is in the midst of a formal educator preparation program (i.e., Special Education, Administrator, etc), the application may include a letter from the college/university stating that satisfactory progress toward program completion is being made.
- d. If applicable, a criminal history check (including fingerprinting) as required by statute.

## C. LIMITED TRANSITIONAL LETTER OF APPROVAL

### **RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

#### **039. 03. Limited Transitional Letter of Approval.**

(Expires June 30, 2006)

This non-renewable Letter of Approval is valid for one (1) year only. The purpose of the Letter of Approval is to allow a teacher with a Secondary Certificate (grades 6-12) to teach at the elementary levels (K-8) without additional student teaching, or vice versa. Other than student teaching, all other requirements for the desired certificate **must** be met. Upon successful completion of one (1) year of teaching while holding the Limited Transitional Letter of Approval, the educator will be eligible to hold the appropriate elementary or secondary certificate.

To be eligible for a Limited Transitional Letter of Approval, the following requirements must be met:

- a. Must** hold a valid Idaho Elementary or Secondary Teaching Certificate.
- b. Must** provide verification of four years of successful classroom teaching while holding the proper state certification.
- c. Must** have completed **all** of the requirements for the Standard Elementary Certificate, except student teaching, if the applicant currently holds a Standard Secondary Certificate.
- d. If** the applicant currently holds a Standard Elementary Certificate, **all** of the requirements for a Standard Secondary Certificate **must** have been completed, **except** student teaching.
- e. Must** provide the State Department of Education's certification office with written verification that a mentor teacher holding the same certificate as the one the applicant is seeking will be provided for the applicant by the employing district; or be enrolled in a one-year supervised internship experience under the supervision of personnel from a college or university with an approved teacher preparation program.

## D. POSTSECONDARY SPECIALIST LETTER OF APPROVAL

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**039. 04. Postsecondary Specialist Letter of Approval.**

(Expires June 30, 2006)

A Postsecondary Specialist Letter of Approval **may** be granted to teaching faculty of Idaho public postsecondary institutions, who are not otherwise certificated, upon recommendation by the postsecondary institution (dean level or above) to be eligible to teach in the public schools. It is intended that the Letter of Approval will be used primarily for distance education and “virtual university” programs. The Postsecondary Specialist Letter of Approval is valid for five (5) years and is renewable.

**PROCEDURE:**

1. A member of the teaching faculty of an Idaho public postsecondary institution **may** be granted a Postsecondary Specialist Letter of Approval when the applicant submits:
  - a. A completed standard application form **(B1)**;
  - b. A check for \$100 payable to the Idaho State Department of Education; and,
  - c. A letter of recommendation from the postsecondary institution signed by the dean or other appropriate official.
2. The Letter of Approval **will** be issued by the State Department of Education.

## E. MISASSIGNMENT/GRANDFATHERING

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**040. MISASSIGNMENTS – GRANDFATHERING**

(Expires June 30, 2006)

**040.01. Certificate.**

A person employed by a school district in a position requiring a certificate **must** hold a valid certificate for the service being rendered. In any situation in which a person not holding a specific endorsement is to provide educational services in a specific area, the employing district **must** apply to the State Department of Education’s certification office for misassigned status to place the individual in that assignment for the school year. The district must demonstrate in a written report that it has made a good faith effort to employ properly

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certificated educators for those duties and that a conscientious effort is being made to remedy each specific problem. Criteria for acceptance of the report includes the following:

- a. The duties **may** comprise **no more than** one-half (1/2) of the teacher's full-time assignment;
- b. Teachers who are misassigned **must** have a minimum of six (6) semester credit hours of college credit in each subject area in which service is rendered; and
- c. Teachers who are misassigned **must** comprise **no more than** 5 percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater. Districts that have secondary schools located more than fifteen (15) miles from another secondary school may misassign up to an additional five (5) teachers upon approval of the State Department of Education's certification office. However, in no circumstance will more than five (5) teachers be misassigned in any one building.

#### **040.02. Effect on Accreditation.**

All misassignments will be noted on the accreditation report. Any misassignments not meeting the above criteria may affect accreditation. Funds will be withheld for that portion of the misassigned person's time that exceeds the criteria included in this Rule if a waiver has not been approved by the State Board of Education.

### **PROCEDURE:**

#### **1. MISASSIGNMENT**

A person employed by a school district in a position requiring a certificate **must** hold a valid certificate for the service being rendered or a waiver under this Rule. For a person not holding a specific endorsement to provide educational services in a specific area, the employing district may request a waiver from the State Department of Education's certification office to place the individual in that assignment for the school year. The request **must** include the rationale for the waiver.

The approval of a waiver **will not** affect accreditation. Funds **will not** be withheld for persons serving in a misassigned area.

#### **2. GRANDFATHERING**

If a credential is allowed to lapse, **all** current requirements for initial certification apply when trying to reinstate. Certificates and endorsements no longer offered by the state **cannot** be reinstated if they are allowed to lapse.

## F. ALTERNATE ROUTE/TEACHER TRAINEE LETTER OF PERMISSION

### **RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

#### **041. ALTERNATIVE CERTIFICATION**

(Expires June 30, 2006)

The purpose of this program is to provide an alternative for individuals to become certificated secondary teachers in Idaho without following a standard teacher education program. The purpose of this certification is to provide an alternative for individuals with strong subject matter background but limited experience with educational methodology. Qualified applicants will begin contracted teaching earlier and will be admitted to the program using criteria that are different from existing programs but more appropriate for the circumstances. This certification is valid for three (3) years and is non-renewable. To be eligible for alternative certification, the following requirements **must** be satisfied:

##### **041.01. Initial Qualifications.**

Prior to application the prospective trainee **must** complete the following:

- a. Possess a baccalaureate (or higher) degree from an accredited college/ university with a **minimum** grade point average of 2.0 on a 4.0 scale completed **at least** five (5) years earlier;
- b. Hold academic credits equivalent to current **major** and **minor** requirements for secondary endorsements;
- c. Be assured of full-time employment in an Idaho school district; and,
- d. Meet all non-academic requirements of the state of Idaho.

##### **041.02. Teacher Trainee Program.**

Alternative certification is valid for two (2) years of teaching. The teacher trainee program **must** be completed within three (3) calendar years from the date of admission to the program. It authorizes the teacher trainee to teach only the subject(s) listed on the letter of permission and only at the secondary level.

A teacher trainee will work toward completion of the teacher trainee program through participating colleges and universities, the State Department of Education, and the employing school district. A teacher must attend, participate in, and successfully complete an individualized two-year teacher trainee program as one of the conditions to receive recommendation for the Standard Secondary Teaching Certificate. A formal teacher trainee plan will be developed by the consortium composed of the mentor teacher, a representative from the school district, a representative of the State Department of

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Education, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan must be approved by the consortium. The consortium will be responsible for the program design, supervision, and evaluation of the training. The teacher trainee program **shall** include:

**a. Prior to entering the classroom**, completion of nine (9) semester credit hours of pre-service training from an institution of higher education in educational course work pertinent to the education profession.

**b. Prior to completion** of the Alternate Route Program, at least one (1) course in each of the following areas must be completed:

1. Philosophical Foundations of Education;
2. Psychological Foundations of Education;
3. Methodology; and,
4. Reading in the Content Area.

**c.** Completion of thirty (30)-hour, pre-service orientation presented by the school district prior to a classroom assignment. This orientation shall include district policies, procedures, curriculum, instructional model, community characteristics, and resources.

**d.** Completion of a four (4)-semester college/university internship. The trainee shall be enrolled in three (3) semester credit hours of internship each semester.

**e.** Completion of a six to nine (6-9) semester credit hour program during the second summer from an institution of higher learning. The pre-service and second summer program of fifteen to eighteen (15-18) semester credit hours in total shall include: philosophical, psychological, and methodological foundations of the profession, and reading in the content area. The consortium will determine the content required for the trainee, which may include both pedagogical and subject area course work. When designing the content necessary for the individual teacher trainee to complete the program, the consortium shall consider previous college credit as documented in official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom.

**1. Assistance by Mentor Teachers:** Each teacher trainee **must** be assisted by and guided throughout the two-year training period by a certificated employee of the district who has been designated as a mentor teacher. Principals **must** ensure that teacher trainees are provided with direct assistance, which should include close clinical supervision, especially at the beginning of the internship.

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2. **Performance Evaluations:** In order to receive a consortium recommendation for the Standard Secondary Teaching Certificate, the teacher trainee **must** complete at least two (2) years of successful performance as a teacher under the teacher trainee program.

Principals are to provide assistance to teacher trainees regarding the purpose, expectations, and procedures involved in the evaluation process and with whatever guidance may be needed. The principal **shall** formally evaluate the teacher trainee **at least once each semester** of the school year.

For purposes of suspension or dismissal, teacher trainees are to be treated as non-continuing contract employees. The district **may** suspend or dismiss teacher trainees in accordance with the procedures as provided in Idaho Code. The Teacher Trainee Letter of Permission **may** be suspended or revoked if there is:

- (a) Failure to satisfactorily and successfully complete the stages of the individualized plan within the specified time frames as established by the consortium;
- (b) Failure to obtain at least a 2.5 grade point average on a 4.0 scale in the college credit portion of the program.
- (c) Also, no individual grade can be lower than a "C"; and,
- (d) Other causes for suspension or revocation as found in Idaho Code §33-1208.

3. The teacher trainee, upon successful completion of the teacher trainee program as verified by the consortium, will be eligible to apply for a Standard Secondary Teaching Certificate. The two (2) years of experience as a teacher trainee shall be counted toward continuing contract status as authorized in Idaho Code §33-515.

## **PROCEDURE:**

### **1. ALTERNATE ROUTE/TEACHER TRAINEE APPLICATION**

The individual **must** complete the Alternate Route Packet as provided by the certification office. To be eligible for a Teacher Trainee Letter of Permission through the Alternate Route Program, the following requirements **must** be satisfied:

**Prior to admission to the program**, the applicant **must** complete the following:

- a. Apply for a Teacher Trainee Letter of Permission from the office of teacher certification;
- b. Submit the following required documents to the office of teacher certification:
  - (1) Application

- (2) Application fee - \$100 check payable to the Idaho State Department of Education
  - (2) Official transcripts
  - (3) Letters of recommendation
- c. The staff will evaluate the documents and will issue the Teacher Trainee Letter of Permission if the applicant is eligible;
  - d. Present the Teacher Trainee Letter of Permission to potential employers and obtain a written statement from a school district declaring its intent to employ the applicant for the ensuing school year; and,
  - e. Submit the statement of intent to employ to the office of teacher certification.

## 1. ASSIGNMENT LIMITATIONS

The Teacher Trainee Letter of Permission is valid for two (2) years of teaching, and the program must be completed within three (3) calendar years from the date of admission to the program. It authorizes the teacher trainee to teach **only** the subject(s) listed on the letter of permission and **only** at the secondary level.

## 2. THE TEACHER TRAINEE PROGRAM

- a. A teacher trainee will work toward completion of the Teacher Trainee Program through participating colleges and universities, the State Department of Education, and the employing school district. A teacher **must** attend, participate in, and successfully complete an individualized two-year Teacher Trainee Program as one of the conditions to receive recommendation for the Standard Secondary Certificate. A formal teacher trainee plan **will** be developed by a consortium composed of the mentor teacher, a representative from the school district, a representative of the office of teacher certification, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan **must** be approved by the consortium. The consortium **will** be responsible for the program design, supervision, and evaluation of the training.
- b. The responsibilities of the consortium members **will** be addressed in the implementation phase of the Secondary Field Centered portion of the Teacher Trainee Program. The Teacher Trainee Program **shall** include:
  - (1) Educational course work pertinent to the education profession.
    - (a) Philosophical Foundations of Education (e.g., Philosophy of Education; Intro to Education; Education Foundations)
    - (b) Psychological Foundations of Education (e.g., Educational Psychology; Child Growth/Development; Learning Theory)

- (c) Methodology (e.g., Methods of Teaching Secondary Students or Methods of Teaching your subject matter area)
  - (d) Reading in the Content Area (3 semester credit hours).
- (2) **Completion of a thirty (30)-hour**, pre-service orientation presented by the school district prior to a classroom assignment. This orientation **will** include district policies, procedures, curriculum, instructional model, community characteristics, and resources.
- (3) **Completion of a two (2)-year**, or four (4)- semester, college/university internship. The trainee **will** be enrolled in three (3) semester credit hours of internship each semester.
- (4) **Completion of a six to nine (6-9) semester credit hour program** during the second summer from an institution of higher learning. The pre-service **and** second summer program of fifteen to eighteen (15-18) semester credit hours in total **will** include: philosophical, psychological, and methodological foundations of the profession, and reading in the content area. The consortium **will** determine the content required for the trainee, which **may** include both pedagogical and subject area course work. When designing the content necessary for the individual teacher trainee to complete the program, the consortium **will** consider previous college credit as documented in official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom.
- (5) **Salary and Benefits:** Salary and benefits of teacher trainees are to be established by the local district in accordance with district policy.
- (6) **Certification and Status:** The teacher trainee, upon successful completion of the Teacher Trainee Program as verified by the consortium, will be eligible to apply for a Standard Secondary Certificate. The two years of experience as a teacher trainee **will** be counted toward continuing contract status as authorized in Idaho Code §33-515.
- (7) **Costs:** **All** costs related to the college or university credits required for the Teacher Trainee Program **will** be the responsibility of the trainee. Other costs **will** be the responsibility of the respective agency involved in each trainee's program.
- (8) **Criminal History Check:** As required by action of the 1996 state legislature, Chapter 1, Section 33 of the Idaho Code, new applicants, both certificated and non-certificated, are required to undergo a criminal history check, including fingerprinting. This requirement **includes** applicants for a Teaching Trainee Letter of Permission.

**(9) Idaho Technology Assessments:** All teachers and teacher-trainees working toward standard Idaho certification under this Alternate Route Program **must** successfully pass one of the State Board of Education-approved technology assessments

**(10) Praxis II Content Assessments:** All candidates entering the Alternate Route Program after September 1, 2004, **must** meet or exceed the qualifying score on any applicable Praxis II assessment that corresponds to any subject matter endorsement to be attached to the Idaho standard teaching certificate. Written verification of meeting this requirement **must** be made prior to issuance of the standard Idaho teaching certificate.

## XXIII. CERTIFICATION STANDARDS FOR PROFESSIONAL-TECHNICAL EDUCATORS

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

### **034. CERTIFICATION STANDARDS FOR PROFESSIONAL-TECHNICAL EDUCATION**

(3-16-04)

Teachers of **professional-technical** classes or programs in secondary or post-secondary schools must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a Secondary Teaching Certificate or on an Occupational Specialist Certificate. For postsecondary instructors and administrators, certification fees are set by the State Board for Professional-Technical Education, and application processes are managed by the Division of Professional-Technical Education.

#### **PROCEDURE:**

Detailed description of the procedure and policy for the above Rule is found in the Idaho Department of Education Certification Manual (**NOTE: described immediately below**).

#### **FOREWORD**

This part of the handbook outlines standards for certification as a professional-technical educator in Idaho. Persons employed to teach/direct reimbursable professional-technical classes or programs in secondary or postsecondary schools **are required** to hold one of the following:

**A.** A Standard Secondary Certificate with endorsement in an appropriate occupational discipline;

**OR**

**B.** An Occupational Specialist Certificate in an appropriate occupational discipline.

If an applicant does not meet requirements for one of the certificates above, a current occupational teaching credential from another state may be endorsed for use in Idaho for up to three (3) years. After that period, Idaho standards for the certificate needed **must** be met. Employment agreements are valid only if the occupational educator holds the credential required for the assignment of service to be performed. Appeals regarding certification or the Code of Ethics as related to professional-technical educators **may** be directed to the Idaho Professional Standards Commission.

Applications for professional-technical education certification need to be sent to the State Department of Education, Bureau of Certification/Professional Standards, P.O. Box 83720, Boise, Idaho 83720-0027. For questions, phone (208) 334-3216; fax (208) 334-2365; or e-mail [ddean@pte.state.id.us](mailto:ddean@pte.state.id.us). Application forms are included in **Appendix C** of this publication.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**035. DEGREE-BASED PROFESSIONAL-TECHNICAL EDUCATION**

(3-16-04)

**035.01. Teacher Preparation Through a Degree Program**

**a.** Individuals graduating from an approved occupational teacher preparation degree program qualify for an occupational endorsement to teach in the following five (5) disciplines:

1. Agricultural Science & Technology;
2. Business Technology Education;
3. Family & Consumer Science;
4. Marketing Technology Education; and
5. Technology Education

**b.** Occupational teacher preparation course work **must** meet the Idaho Standards for the Initial Certification of Professional School Personnel. The occupational teacher education program must provide appropriate content to constitute a major in the identified field. Student teaching **shall** be in an approved program and include experiences in the major field. Applicants **shall** have accumulated four thousand (4,000) clock hours of related work experience or **shall** have completed an approved practicum in their respective field of specialization.

**035.02. Professional-Technical Administrator Certificate.**

The Professional-Technical Administrator Certificate is required for an individual serving as an administrator, director, manager or coordinator of professional-technical education at the state, secondary or postsecondary level. Individuals must meet the following prerequisites to qualify for the Professional-Technical Administrator Certificate. Equivalence in each area will be determined on an individual basis by the State Division of Professional-Technical Education.

**a.** Qualify for or hold an Occupational Specialist Certificate or hold an occupational endorsement on the secondary teaching credential;

**b.** Provide evidence of a minimum of three (3) years' teaching in an occupational discipline;

**c.** Hold a master's degree; and,

(continued on the next page)

**d.** Complete at least fifteen (15) semester credit hours of administrative course work. Applicants must have completed:

1. Financial aspects of professional-technical education;
2. Administration of personnel; and,
3. Legal aspects of professional-technical education.

Additional course work can be selected from any of the following areas:

administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work-based learning programs; and/or measurement and evaluation.

**e.** To renew the Professional-Technical Administrator Certificate, individuals are required to complete six (6) semester credit hours of related course work or meet renewal requirements for professional-technical teachers.

**035.03. Work-Based Learning Coordinator Endorsement.**

Educators assigned to coordinate approved work-based experiences must hold the Work-Based Learning Coordinator endorsement. To be eligible, applicants must hold an occupational endorsement on the Standard Secondary Certificate or qualify for an Occupational Specialist Certificate, plus complete course work in coordination of work-based learning programs.

**035.04. Career Counselor Endorsement.**

**a.** The endorsement for a Career Counselor may be issued to applicants who hold a current Pupil Personnel Services Certificate endorsed Counselor K-12 and who have satisfied the following professional-technical requirements:

1. Career Pathways and Professional-Technical Guidance;
2. Principles/Foundations of Professional-Technical Education; and,
3. Theories of Occupational Choice.

**PROCEDURE:**

The procedure for initial Professional-Technical certification is found on pages 109-110 of this manual.



**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**036. INDUSTRY-BASED PROFESSIONAL-TECHNICAL CERTIFICATION** (3-16-04)

Persons who need to hold the Occupational Specialist Certificate include: secondary educators assigned to Health Occupations Education and to Trades & Industry Education; specialized occupational areas where specific degree-granting, professional-technical teacher education programs do not exist; and postsecondary professional-technical educators who teach courses to 9-12 grade students.

**036.01. General Requirements.**

Applicants must: be eighteen (18) years of age; document full-time, successful, recent, gainful employment in the area for which certification is requested; possess either a high school diploma or General Educational Development (GED) certificate; meet provisions of Idaho Code; and, verify technical skills through work experience, certification or testing as listed below. When applicable, requirements of occupationally related state agencies **must** also be met. Since educational levels and work experiences vary, applicants **may** be determined highly qualified under any one (1) of the following three (3) options.

**a.** Have sixteen thousand (16,000 hours) of full-time, successful, recent, gainful employment in the occupation for which certification is requested. Up to forty-eight (48) months' credit can be counted toward the eight (8) years on a month-to-month basis for journeyman training and/or postsecondary training successfully completed as a full-time student in an approved/approvable, postsecondary, professional-technical education program.

**b.** Have a bachelor's degree in the specific occupation or related area, plus six thousand (6,000) hours of full-time, successful, recent, gainful employment in the occupation.

**c.** Meet one (1) of the following:

1. Have at least journeyman level plus two (2) years of recent, full-time, gainful, related work experience. A person who has completed a formal apprenticeship program in the occupation or related area for which certification is requested. The apprenticeship must be under the direction of an employer and the Bureau of Apprenticeship and Training or an approved State Apprenticeship Agency;

**OR**

2. Pass approved state or national certification/certification examination plus three (3) years of recent, full-time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis);

**OR**

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3. Pass approved industry-related certification for skill level requirements (vendor and industry specific) plus three (3) years of recent, full-time, gainful, related work experience (length and type of work experience in emergency services and health professions will be determined on an individual basis). If no competency assessment exists, a written recommendation from a representative occupational advisory council/committee and recorded in its minutes is required to verify occupational competence.

**036.02. Limited Occupational Specialist Certificate.**

This certificate is issued to individuals who are new to teaching trades and health occupations in public schools. The certificate is valid for three (3) years.

Within the first eighteen (18) months of certification, the holder must:

- a. Complete the pre-service workshop sponsored by the State Division of Professional-Technical Education and an approved course in professional-technical methods and student assessment.
- b. Complete a new-teacher induction workshop at the state or district level.
- c. File a Professional Development Plan with the State Division of Professional-Technical Education.
- d. Within the three (3)-year period of the Limited Occupational Specialist Certificate, the instructor **must** satisfactorily complete course work which includes competencies in four (4) of the following: Principles/Foundations of Occupational Education; Career Pathways and Guidance; Analysis, Integration and Curriculum Development; Measurement and Evaluation; and Methods of Teaching Occupational Education.

**036.03. Standard Occupational Specialist Certificate.**

This certificate is issued to individuals who have completed course work equivalent to that required of the Limited Occupational Specialist Certificate. The certificate **must** be renewed every five (5) years, which **shall** include completion of six (6) semester credit hours of approved course work or verification of two hundred-forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes, or workshops or any equivalent combination thereof, and file a Professional Development Plan for the next certification period.

(continued on the next page)

**036.04. Advanced Occupational Specialist Certificate.**

This certificate is issued to individuals who meet all the requirements outlined below:

- a.** Meet the requirements for the Standard Occupational Specialist Certificate.
- b.** Provide evidence of completion of a teacher training degree program or eighteen (18) semester credit hours of approved course work in addition to the twelve (12) semester credit hours required for the Standard Occupational Specialist Certificate (a total of thirty (30) semester credits).
- c.** File a new Professional Development Plan for the next certification period.
- d.** This certificate must be renewed every five (5) years, which shall include completion of six (6) semester credit hours of approved course work or submit verification of two hundred-forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes and workshops or any equivalent combination thereof, and file a new Professional Development Plan for the next certification period.

**PROCEDURE:**

The procedure for revising, reinstating, and renewing Idaho certification is found on pages 21-27.

In addition to the course work outlined on the previous page and in order to comply with State Board of Education Rule, the instructor must successfully pass one of the three (3) State Board of Education–approved technology competency assessments.

## XXIV. ALTERNATE ROUTES TO CERTIFICATION

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **042. ALTERNATE ROUTES TO CERTIFICATION**

(Effective July 1, 2006)

The purpose of this program is to provide an alternative for individuals to become certificated teachers in Idaho without following a standard teacher education program. Individuals who currently are employed as para-educators, individuals who are currently certificated to teach but who are in need of emergency certification in another area, and individuals with strong subject matter background but limited experience with educational methodology shall follow the alternate certification requirements provided herein.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

### **043. ALTERNATIVE AUTHORIZATION – TEACHER TO NEW CERTIFICATION**

(Effective July 1, 2006)

The purpose of this alternative authorization is to allow Idaho school districts to request emergency endorsement/certification when a professional position cannot be filled with someone who has the correct endorsement/certification. Alternative authorization in this area is valid for three (3) years and is nonrenewable.

#### **043.01. Initial Qualifications.**

Prior to application, a candidate must hold a bachelor's degree, and a valid Idaho teacher certificate without full endorsement in content area of need. The school district must declare an emergency and provide supportive information attesting to the ability of the candidate to fill the position.

#### **043.02. Alternative Route Preparation Program.**

- a.** Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district. Candidate must complete a minimum of nine (9) semester credit hours annually to be eligible for extension of up to a total of three (3) years.
- b.** The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.
- c.** Candidate shall meet all requirements for the endorsement/certificate as provided herein.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**044. ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST**

(Effective July 1, 2006)

The purpose of this alternative authorization is to offer an expedited route to certification for individuals who are highly and uniquely qualified in a subject area to teach in a district with an identified need for teachers in that area. Alternative authorization in this area is valid for three (3) years and **is not** renewable.

**044.01 Initial Qualifications.**

- a.** Prior to application, a candidate must hold a bachelor's degree.
- b.** The candidate shall meet enrollment qualifications of the alternative route preparation program.

**044.02 Alternative Route Preparation Program – College/University Preparation.**

- a.** A consortium comprised of a designee from the college/university to be attended, and a representative from the school district, and the candidate shall determine preparation needed to meet the Idaho Standards for Initial Certification of Professional School Personnel. This preparation must include mentoring and a minimum of one (1) classroom observation per month until certified.
- b.** Prior to entering the classroom, the candidate completes eight (8) to sixteen (16) weeks of accelerated study in education pedagogy.
- c.** Candidate will work toward completion of the alternative route preparation program through a participating college/university, and the employing school district. A teacher must attend, participate in, and successfully complete an individualized alternative route preparation program as one (1) of the conditions to receive a recommendation for full certification.
- d.** The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions and relevant life/work experiences.
- e.** Prior to entering the classroom, the candidate shall meet or exceed the state qualifying score on appropriate state-approved content, pedagogy, or performance assessment.

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**046. PARA-EDUCATOR TO TEACHER**

(Effective July 1, 2006)

The purpose of this alternative route to certification is to encourage qualified para-educators employed in Idaho classrooms to become certificated teachers. The alternative route preparation program must be completed within five (5) calendar years from the date of admission to the program.

**046. 01. Initial Qualifications.**

Prior to application, the candidate must:

- a.** Hold an AA/AAS degree;
- b.** Meet state para-educator standards; and,
- c.** Be employed as a para-educator.

Districts shall identify potential candidate with appropriate dispositions for teaching, and continue to employ candidate as para-educator. District/school provides orientation for candidate as deemed appropriate.

**046. 02. Alternative Route Preparation Program – College/University Preparation.**

- a.** Candidate will work toward completion of the alternative route preparation program through a participating college/university` and the employing school district. A candidate must attend, participate in, and successfully complete an individualized alternative route preparation program as one (1) of the conditions to receive a recommendation for full certification.
- b.** The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.
- c.** Candidate shall complete all requirements for certification as provided herein.

# **APPENDIX A**

## **Code of Ethics for Idaho Professional Educators**

**CODE OF ETHICS**  
for  
**IDAHO PROFESSIONAL EDUCATORS**

adopted by the  
PROFESSIONAL STANDARDS COMMISSION

as approved by the  
IDAHO STATE BOARD OF EDUCATION  
and the  
2004 IDAHO LEGISLATURE

**(Revised March 2004)**

**FOREWORD**

Like their colleagues in other professional fields, Idaho's education practitioners have adopted a statement of ethical practices. The *Code of Ethics for Idaho Professional Educators* offers practical guidance to teachers and administrators as they fulfill their responsibilities to students, to their colleagues, to the public, and to the profession itself.

Idaho's teachers have voluntarily accepted responsibility for their own professional practices. The Idaho Legislature has recognized that the teaching profession itself is the best judge of what constitutes ethical behavior in its own ranks, and has given these standards the force and effect of law.

Thus the *Code of Ethics* is more than a statement of ideals. It is also a legally binding statement of conduct. By law in Idaho, a certificate may be revoked, suspended, or denied for any willful violation of this code.

For that reason, Idaho's Professional Standards Commission – a statutory body charged with promoting improvement of professional practices and competence of Idaho's teaching profession – is responsible for reviewing and revising the *Code of Ethics* as necessary to ensure that it reflects contemporary issues, practices, and concerns. Any comments or suggestions should be directed to the Commission.

I encourage teachers and administrators to read this *Code of Ethics* carefully and to recognize that it represents a deep and thoughtful commitment to the teaching profession by its practitioners.

***Marilyn Howard, Ed.D.***  
***State Superintendent of Public Instruction***

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# CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

## *Preamble*

Believing in the worth and dignity of each human being, the professional educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach while guaranteeing equal educational opportunity for all. The professional educator accepts the responsibility to practice the profession according to the highest ethical principles. The Code of Ethics for Idaho Professional Educators symbolizes the commitment of all Idaho educators and provides principles by which to judge conduct.

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## **Aspirations and Commitments**

The professional educator aspires to stimulate the spirit of inquiry in students and to provide opportunities in the school setting that will help them acquire viable knowledge, skills and understanding that will meet their needs now and in the future.

The professional educator provides an environment that is safe to the cognitive, physical and psychological well-being of students and provides opportunities for each student to move toward the realization of his/her potential as an effective citizen.

The professional educator, recognizing that students need role models, will act, speak and teach in such a manner as to exemplify nondiscriminatory behavior, and encourage respect for other's cultures and beliefs.

The professional educator is committed to the public good and will help preserve and promote the principles of democracy. He/she will provide input to the local school board to assist in the board's mission of developing and implementing sound educational policy.

The professional educator believes the quality of services rendered by the education profession directly influences the nation and its citizens. He/she strives, therefore, to establish and maintain professional principles, to improve educational practice, and to achieve conditions that attract highly qualified persons to the profession.

The professional educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personal relationships with governing boards are built upon integrity, dignity, and mutual respect. The professional educator encourages the practice of the profession only by qualified persons.

**Principle I.** A professional educator abides by all federal, state, and local laws and statutes. Unethical conduct may include the conviction of any felony or misdemeanor offense as defined by Idaho Code §18-110 and §18-111. All infractions (traffic) as defined by Idaho Code §18-113A are excluded.

**Principle II.** A professional educator maintains a professional relationship with all students, both inside and outside the classroom. Unethical conduct includes but is not limited to:

- a. committing any act of child abuse, including physical and/or emotional abuse;
- b. committing any act of cruelty to children or any act of child endangerment;
- c. committing or soliciting any sexual act from any minor or any student regardless of age;
- d. committing any act of harassment (e.g., sexual harassment) as defined by district policy;
- e. soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a student, regardless of age;
- f. using inappropriate language including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendoes or sexual idiomatic phrases);
- g. taking inappropriate pictures (digital, photographic or video) of students;
- h. inappropriate contact with any minor or any student regardless of age using electronic media; and
- i. furnishing alcohol or illegal/unauthorized drugs to any student or allowing/encouraging a student to consume alcohol/unauthorized drugs except in a medical emergency.

**Principle III.** A professional educator refrains from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes but is not limited to:

- a. being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using or consuming illegal or unauthorized drugs;
- b. being on school premises or at any school-sponsored activity, home or away, involving students while possessing, using, or consuming alcohol;
- c. inappropriate/illegal use of prescription medications on school premises or at any school-sponsored events, home or away;
- d. inappropriate or illegal use of drugs or alcohol that impairs the individual's ability to function; and,
- e. possession of an illegal drug as defined in Idaho Code Chapter 27 Uniform Controlled Substances.

**Principle IV.** A professional educator exemplifies honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:

- a. fraudulently altering or preparing materials for licensure or employment;
- b. falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards, and related employment history when applying for employment and/or certification;
- c. failure to notify the state at the time of application for certification of past revocations or suspensions of a certificate/license from another state;
- d. failure to notify the state of past criminal convictions at the time of application for certification;
- e. falsifying, deliberately misrepresenting, or deliberately omitting information regarding the evaluation of students and/or personnel, including improper administration of any standardized tests (changing test answers, copying, or teaching identified test items, unauthorized reading of the test to students, etc.);
- f. falsifying, deliberately misrepresenting, or deliberately omitting reasons for absences or leaves;
- g. falsifying, deliberately misrepresenting, or deliberately omitting information submitted in the course of an official inquiry and/or investigation; and,
- h. falsifying, deliberately misrepresenting, or deliberately omitting material information on an official evaluation of colleagues.

**Principle V.** A professional educator entrusted with public funds and property honors that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

- a. misusing, or unauthorized use, of public or school-related funds or property;
- b. failing to account for funds collected from students or parents;
- c. submitting fraudulent requests for reimbursement of expenses or for pay;
- d. co-mingling of public or school-related funds in personal bank account(s);
- e. using school computers for use in a private business;
- f. using school computers to deliberately view or print pornography; and,
- g. deliberate use of poor budgeting/accounting practices.

**Principle VI.** A professional educator maintains integrity with students, colleagues, parents, patrons, or business personnel when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

- a. unauthorized soliciting of students and/or parents of students to purchase equipment or supplies from the educator who will directly benefit;
- b. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
- c. tutoring students assigned to the educator for remuneration unless approved by the local board of education; and,
- d. soliciting, accepting or receiving a pecuniary benefit greater than fifty (\$50.00) dollars as defined in Idaho Code §18-1359(b).

**Principle VII.** A professional educator complies with state and federal laws and local school board policies relating to the confidentiality of student and employee records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to:

- a. sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results with inappropriate individuals or entities; and
- b. sharing of confidential information about colleagues obtained through employment practices with inappropriate individuals or entities.

**Principle VIII.** A professional educator fulfills all terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

- a. abandoning the contract for professional services without the prior written release from the contract by the employing school district or agency;
- b. willfully refusing to perform the services required by a contract; and,
- c. abandonment of classroom or failure to provide appropriate supervision of students at school or school-sponsored activities to ensure the safety and well-being of students.

**Principle IX.** A professional educator reports breaches of the Code of Ethics for Idaho Professional Educators, and submits reports as required by Idaho Code. Unethical conduct includes but is not limited to:

- a. failure to comply with Idaho Code §33-1208A (reporting requirements and immunity);
- b. failure to comply with Idaho Code §16-1619 (reporting of child abuse, abandonment or neglect); and,
- c. having knowledge of a violation of the Code of Ethics for Idaho Professional Educators and failing to report the violation to an appropriate education official.

**Principle X.** A professional educator demonstrates conduct that follows generally recognized professional principles with the right to exercise academic freedom. Unethical conduct includes but is not limited to:

- a. any conduct that seriously impairs the certificate holder's ability to teach or perform his or her professional duties;
- b. conduct that is detrimental to the health, welfare, discipline, or morals of students;
- c. conduct which is offensive to the ordinary dignity, decency, and morality of others;
- d. failure to cooperate with the Professional Standards Commission in inquiries and/or investigations or hearings;
- e. using institutional privileges for the promotion of political candidates or for political activities, except for local, state or national education association elections; and,
- f. deliberately falsifying information presented to students.

## **DEFINITIONS FOR USE WITH THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS**

**Administrative Complaint** A document issued by the State Department of Education outlining the specific, purported violations of Idaho Code §33-1208 and/or the Code of Ethics for Idaho Professional Educators.

**Allegation** A purported violation of the Code of Ethics for Idaho Professional Educators and/or Idaho code.

**Certificate** A document issued by the Department of Education under the authority of the State Board of Education allowing a person to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian (Idaho Code §33-1201).

**Certificate Denial** The refusal of the state to grant a certificate for an initial or reinstatement application.

**Certificate Suspension** A time-certain invalidation of any Idaho certificate as determined by a stipulated agreement or a due process hearing panel as set forth in Idaho Code §33-1209.

**Complaint** A signed document defining the allegation that states the specific ground or grounds for revocation, suspension or issuance of a letter of reprimand (Idaho Code §33-1209 [1]). The State Department of Education may initiate a complaint.

**Conditional Certificate** Allows an educator to retain licensure under certain stated certificate conditions as determined by the Professional Standards Commission (Idaho Code §33-1209 [10]).

**Contract** Any signed agreement between the school district and a certificated educator pursuant to Idaho Code §33-513(1).

**Conviction** Refers to all instances regarding a finding of guilt by a judge or jury; a plea of guilt by Nolo Contendere or Alford plea; or all proceedings in which a sentence has been suspended, deferred or withheld.

**Educator** A person who holds or applies for an Idaho certificate (Idaho Code §33-1001(16) & §33-1201).

**Education Official** An individual identified by local school board policy, including, but not limited to, a superintendent, principal, assistant principal, or school resource officer (SRO).

**Executive Committee** A decision-making body comprised of members of the Professional Standards Commission, including the chair and vice-chair of the Commission. A prime duty of the Committee is to review purported violations of the Code of Ethics for Idaho Professional Educators to determine probable cause and direction for possible action to be taken against a certificate holder.

**Hearing** A formal review proceeding that ensures the respondent due process. The request for a hearing is initiated by the respondent and is conducted by a panel of peers.

**Hearing Panel** A minimum of three educators appointed by the chair of the Professional Standards Commission and charged with the responsibility to make a final determination regarding the charges specifically defined in the Administrative Complaint.

**Investigation** The process of gathering factual information concerning a valid, written complaint in preparation for review by the Professional Standards Commission Executive Committee, or following review by the Executive Committee at the request of the deputy attorney general assigned to the Department of Education.

**Minor** Any individual who is under 18 years of age.

**Not-Sufficient Grounds** A determination by the Executive Committee that there is not-sufficient evidence to take action against an educator's certificate.

**Principles** Guiding behaviors that reflect what is expected of professional educators in the State of Idaho while performing duties as educators in both the private and public sectors.

**Reprimand** A written letter admonishing the certificate holder for his/her conduct. The reprimand cautions that further unethical conduct may lead to consideration of a more severe action against the holder's certificate.

**Respondent** The legal term for the professional educator who is under investigation for a purported violation of the Code of Ethics for Idaho Professional Educators.

**Revocation** The invalidation of any certificate held by the educator.

**Stipulated Agreement** A written agreement between the respondent and the Professional Standards Commission to resolve matters arising from an allegation of unethical conduct following a complaint or an investigation. The stipulated agreement is binding to both parties and is enforceable under its own terms, or by subsequent action by the Professional Standards Commission.

**Student** Any individual enrolled in any Idaho public or private school from preschool through grade 12.

**Sufficient Grounds** A determination by the Executive Committee that sufficient evidence exists to issue an Administrative Complaint.

## **VIOLATION OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION**

Under Idaho Code §33-1208 and §33-1209 a violation of the Code of Ethics is grounds for conditions to be placed on a certificate, suspension or revocation of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual - other than a student of an Idaho public school - who has substantial interest in the matter.

Upon receipt of an allegation, the Executive Committee of the Professional Standards Commission reviews the circumstances ***of the case and determines whether sufficient grounds*** exist to warrant filing a complaint against the individual accused of misconduct. ***If sufficient grounds are determined to exist, the chief certification officer of the Professional Standards Commission files a formal complaint against the accused.*** Upon request, a hearing will be held, and a recommendation will be made to the Professional Standards Commission. The final decision of the Professional Standards Commission shall be subject to judicial review. Such hearings are held in compliance with Idaho Code §33-1209.

# APPENDIX B

## FORMS FOR IDAHO CERTIFICATION

- B1** Application for an **initial** Idaho Professional Education Credential  
**Note:** This form is used for **all** certificated personnel, including teachers and administrators.
- BI-R** Application for **renewing** an Idaho Professional Education Credential  
**Form:** This form is available at [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification) or at (208) 332-6800.
- B2** Institutional Recommendation for **Teachers, including Counselors**  
**Form:** Institutional Recommendation for Idaho Professional Education Credentials
- B3** Institutional Recommendation for **Pre-K-12 Principals**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of Elementary or Secondary School Principals
- B4** Institutional Recommendation for **School Superintendents**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of School Superintendents
- B5** Institutional Recommendation for **Directors of Special Education and Related Services, Pre-K-12**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of Directors of Special Education
- B6** Professional Experience Verification  
**Form:** Professional Experience Report
- B7** Verification of Completion of Equivalent Inservice Training  
**Form:** Verification of inservice semester credit hours as opposed to semester credit hours found on a college/university transcript.
- B8** Verification of Demonstrating Competencies for **Consulting Teacher** of Special Education  
**Form:** This form is available at [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification) or at (208) 332-6800.
- B9** Verification of Demonstrating Competencies for **Supervisor/Coordinator** of Special Education  
**Form:** This form is available at [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification) or at (208) 332-6800.



## APPLICATION FOR AN IDAHO INITIAL PROFESSIONAL EDUCATION CREDENTIAL

B1

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Received	Year Issued	Year Expired	ICC Status
---------------------------------------	-----	---------------	-------------	--------------	------------

**Item #1 Personal Information** (Please print your name exactly as you want it to appear on the certificate.)

Name	Birth Date	/	/
Maiden/Other Name	SS#	/	/
Street or PO Box #	Phone #		
City, State, Zip Code	(circle one)	Male	Female

**Item #2 Certificates:** List the certificate(s) for which you are applying (i.e., Stndrd Elementary, Admin, Stndrd Secondary, etc).

Certificate #1	
Certificate #2	
Certificate #3	
Certificate #4	

**Item #3 Endorsements:** List the educational endorsement(s) for which you are applying (i.e., English, Principal, etc).

Endorsement #1	Endorsement #5
Endorsement #2	Endorsement #6
Endorsement #3	Endorsement #7
Endorsement #4	Endorsement #8

**Item #4 Educational Institutions:** List the colleges/universities you have attended (start with most recent). You will need to include official transcripts for each institution listed.

College/University Name	Years Attended	Degree Earned	Year Earned
a.			
b.			
c.			
d.			
e.			

**Item #5 Teaching Experience:** If you have two or more years of contracted teaching experience, list the last two districts/educational agencies with whom you held a contract. Substitute teaching does not apply.

School District Name	State	From (mo/yr)	To (mo/yr)
a.			
b.			
c.			

**Item #6 PRAXIS II Tests:** List all PRAXIS II tests you have taken and the score achieved on each.

(Official verification of the score(s) must accompany this application (i.e., notarized copy of score sheet).)

Test Name	Test #	Score	Test Name	Test #	Score
a.			d.		
b.			e.		
c.			f.		

**Item #7 Idaho Technology Requirement:**

I have successfully completed ONE of the three versions of the Idaho Technology assessment? (An official notice, letter, or notarized copy of a certification of completion must be on file in this office or included with this application.)

(circle one) YES NO

More information is required on the back (over).

**Item #8 Prior Certification Irregularities or Legal Convictions**

The Application for an Initial Idaho Professional Education Credential requires each applicant to respond to four (4) questions about prior certification irregularities or legal convictions (other than minor traffic violations).

1. Have you ever had a teaching certificate revoked, suspended, denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in another state?

(circle one) YES NO

2. Is there any action pending against your certificate or your application in another state?

(circle one) YES NO

3. Have you ever been convicted of any felony or misdemeanor in any state, federal, or military court?

(see NOTE 2 below)

(Do not include convictions for minor traffic violations.)

(circle one) YES NO

4. Are you currently under investigation or facing pending criminal charges in Idaho or in any other state?

(see NOTE 2 below)

(circle one) YES NO

NOTE:  
1

If the answer is **YES** to any of the questions 1-4 above, the following applies:

- 1) A personal written explanation must accompany this application;
- 2) If your misdemeanor conviction is less than five (5) years old, relevant court documents must accompany this application;
- 3) All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

NOTE:  
2

For the purposes of questions 3 and 4 above, conviction means:

1. All instances in which a plea of guilty or *nolo contendere* is the basis of conviction;
2. All proceedings in which a sentence has been suspended, deferred, or withheld; and,
3. All proceedings in which the prosecution was deferred.

I attest and affirm that I have read the **Code of Ethics for Idaho Professional Educators**. (For a copy of the Code, refer to [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification).)

My signature on this application attests and affirms that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that entry of false information on the application may result in denial of my application or revocation of my certificate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

RETURN FORM AND FEE TO:

Idaho State Department of Education  
Bureau of Certification & Professional Standards  
PO Box 83720  
Boise, ID 83720-0027

**INSTITUTIONAL RECOMMENDATION**  
**for IDAHO PROFESSIONAL EDUCATION CREDENTIALS**  
(for applicants of Basic Education, Special Education, and Pupil Personnel Services Certificates)

**B-2**

**Instructions for Applicants for Idaho Certification**

Either this form or the institution's own recommendation form may be used by the Director of Teacher Education or the college official responsible for teacher certification to verify the completion of a State Board of Education approved program of teacher preparation. It is the responsibility of the applicant to have the institutional recommendation completed. Verification of completion of a State Board of Education approved program of teacher preparation is required to support application for an Idaho credential.

**1. To be completed by the applicant OR the college/university official responsible for program verification:**

Applicant's Name (last name, first name)	Initial	Maiden Name	Dates of Attendance from _____ to _____	Social Security #
Current Personal Street Address	City		State	Zip

Items 2, 3, and 4 are to be completed by the college or university official responsible for program verification.

**2. Program Information:**

Please check the appropriate areas to indicate completion of an approved program in:

**I. SECONDARY EDUCATION:**

Major teaching endorsement(s) \_\_\_\_\_

Student teaching done in grades \_\_\_\_\_

Minor teaching endorsement(s) \_\_\_\_\_

**II. ELEMENTARY EDUCATION:**

Student teaching done in grades \_\_\_\_\_

**III. SPECIAL EDUCATION: (check the appropriate blank listed below. MUST be a 30 semester credit program.)**

_____ Generalist	_____ Hearing Impaired	_____ Seriously Emotionally Disturbed
_____ Severe Retardation	_____ Visually Impaired	
_____ Physically Disabled	_____ Multiple Disabilities	

**IV. PUPIL PERSONNEL SERVICES: (check the appropriate endorsement area(s) listed below)**

\_\_\_\_\_ School Guidance/Counseling (with 700 clock hours, one half of which must be in K-12 setting)  
\_\_\_\_\_ School Social Work  
\_\_\_\_\_ School Psychologist  
\_\_\_\_\_ Communications Disorders (Speech Pathology & Audiology)  
\_\_\_\_\_ Audiology

**3. Idaho mandated assessment assurances (for Idaho graduates only): (place Y or N in the blank)**

\_\_\_\_\_ has passed the approved Idaho reading assessment \_\_\_\_\_ has passed an approved Idaho technology assessment

**4. PRAXIS II assessment(s) taken by applicant:**

name of the test(s) taken	test number(s)	test score(s)
	#	
	#	
	#	

**5. Program completion information:**

Program completion date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The above named applicant is recommended for certification in the area(s) checked (in #2).

(Note: This form should be submitted when the applicant has completed ALL program requirements.)

Name of college/university	Date
Signature of the college/university official	Title
	State

**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
PRE -K-12 SCHOOL PRINCIPAL**

**B3**

**MUST:**

- X Hold a master's degree from an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting (see **Appendix B6 for Professional Experience Report**).
- X Have completed an administrative internship or have one (1) year of experience as an administrator in grades K-12.
- X Provide verification of completion of a state-approved program of **at least** thirty (30) semester, or forty-five (45) quarter, credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university.
- X Provide an institutional recommendation for a School Principal Pre-K-12 (see **Appendix B3**).
- X Demonstrate competency in the areas noted below as verified by an appropriate college/university official.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education.**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_  
(Social Security number) is applying for an Idaho Administrator Certificate endorsed as a Pre- K-12 Principal. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	EXHIBITS THIS COMPETENCY	
	YES	NO
Leadership, ethics, and management of change;		
All forms of communication, including technology, advocacy and mediation;		
Customer involvement and public relations;		
Staff development and supervision;		
School law, school finance and grant writing;		
Curriculum development, integration of technology, delivery and assessment;		
Education of all populations; and,		
Student behavior management/effective discipline.		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
SCHOOL SUPERINTENDENT**

**B4**

**MUST:**

- X Hold an education specialist or doctorate degree or complete a comparable post-master's sixth-year program at an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting (see **Appendix B6** for **Professional Experience Report**).
- X Have completed an administrative internship for the Superintendent endorsement or have one year of out-of-state experience as an assistant superintendent or superintendent in grades Pre-K-12, while holding that state's administrative certificate.
- X Provide verification of completion of a state-approved program of **at least** thirty (30) semester, or forty-five (45) quarter, credit hours of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university.
- X Provide an institutional recommendation for a Superintendent (see **Appendix B4**).
- X In addition to those required for the School Principal Pre-K-12 endorsement (see **Appendix B3**), demonstrate competency in the areas noted below as verified by an appropriate college/university official.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_  
(Social Security number) is applying for an Idaho Administrator Certificate endorsed as a Superintendent. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	EXHIBITS THIS COMPETENCY	
	YES	NO
Advanced school finance, grant writing, and generation of additional sources of revenues;		
Policy development and school board operations/relations;		
District-wide support services;		
Employment practices and negotiations;		
Educational product marketing and community relations; and		
Student services and federal programs		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

Revised 8-04

**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
DIRECTOR OF SPECIAL EDUCATION**

**MUST:**

- X Hold a master's degree from an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting (see **Appendix B6 for Professional Experience Report**).
- X Have completed an administrative internship/practicum in the area of administration of special education and related services.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education.**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_  
(Social Security number) is applying for an Idaho Administrator Certificate endorsed as a Director of Special Education. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	EXHIBITS THIS COMPETENCY	
	YES	NO
Organization and administration of student services, including foundations of special education;		
Leadership, ethics, and management of change;		
All forms of communication, including technology, advocacy, mediation and counseling with parents of children with disabilities;		
Customer involvement and public relations;		
Staff development and supervision;		
Policy development as related to student services;		
School law and school finance as related to student services and grant writing;		
Curriculum development, integration of technology, delivery and assessment as related to student services; and,		
Student behavior management/effective discipline.		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

**B6**

Fill out the top portion of the Professional Experience Report and send the form to your employer(s). When this form has been returned to you, include it in your application packet. Professional experience gained while holding a teaching certificate is the only experience accepted.

Based on personnel records, this statement **MUST** be prepared and signed by the Superintendent or the Clerk of the school district or private school where the applicant was employed. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

Revised 8-04

In order for any inservice credit to be applied toward certificate renewal, it **must** relate directly to a school district's Professional Development Plan. This plan must be on file in the local school district office. Any inservice credit, whether offered by a school district or another agency, **must** receive written approval from the Superintendent and the chairperson of the Professional Development Committee from the employing school district. It is their responsibility to determine if the activity relates to the district plan and is acceptable within the plan's guidelines.

The following individual has successfully completed a professional development activity and is entitled to equivalency credit. (NOTE: 15 clock hours = 1 inservice credit. A maximum of three (3) inservice credits may be applied toward the renewal of an individual's certificate.) Partial credit **is not** applicable.

CONTACT PERSON: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

## TOTAL CLOCK HOURS OF INSTRUCTION RECEIVED: \_\_\_\_\_

**NOTE:** Signatures denote approval

**CERTIFICATION OFFICE USE ONLY**

Number of inservice credit hours approved toward certificate renewal \_\_\_\_\_

Revised 8 - 04



# APPENDIX C

- C1** Professional-Technical Education Glossary of Terms
- C2** Application for Certification as an Occupational Specialist
- C3** Approval of Professional Development Activities for Occupational Specialist Certification
- C4** Professional Development Plan (Professional-Technical Education Personnel)

**Work Experience Definitions**

<b>Cumulative</b>	Successive additions of work (hours/months) in the occupation or closely related occupations (maximum of one year is allowable).
<b>Full-time</b>	To apply toward the required work experience, employment may be accumulated from work completed for the same or comparable position, of at least six (6) months' duration, 40 hours per week (12 months' experience equals one year toward requirement).
<b>Gainful</b>	Services rendered for a firm for which the remuneration would enable one to sustain a livelihood.
<b>Recent</b>	Work experience ending within the last five years.
<b>Successful</b>	Competency in the occupational area. Such competency verification may be requested in writing from previous employers and/or results of competency testing.

**Other Definitions**

<b>Professional – Technical</b>	Programs which have received State Board for Professional-Technical Education approval and are eligible for State and/or Federal funds through reimbursement.
<b>Occupational Competency Test</b>	A test designed to measure technical and/or manipulative abilities in a given occupational area. The National Occupational Testing Institution (NOCTI) examination will be used if a test is available in the desired area.
<b>Specific Occupations</b>	Restricted to a particular category; such as: machinist, welder, food service worker, practical nursing, etc.

Approved CourseA course offered by an approved Idaho professional-technical teacher education institution; OR a course evaluated and approved as meeting Idaho standards by an approved Idaho professional-technical teacher educator and the State Division of Professional-Technical Education.

# APPLICATION FOR OCCUPATIONAL SPECIALIST CERTIFICATION (Grades 9 – 12)

**C2**

**MAIL TO:**

Idaho Department of Education  
Teacher Certification  
P.O. Box 83720  
Boise, Idaho 83720-0027

☐ Initial Application  
☐ Revision  
☐ Evaluation Only

☐ Renewal  
☐ Reinstatement

**\*NOTE: \$75.00 APPLICATION FEE IS PAYABLE TO IDAHO DEPARTMENT OF EDUCATION**

**\*FEE Must** accompany this Application and is NONREFUNDABLE. Please use a CHECK or MONEY ORDER

1. Name of Applicant:			Social Security No.:	
2. Home Address:			City/State/Zip:	
3. Hold a high school diploma or a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
		Home Phone ( )	Work Phone ( )	

4. Check the **Occupational Area** and list the **Subject Area** to be taught:

AGRICULTURE AREA			MARKETING AREA		
BUSINESS AREA			RELATED SUBJECTS		
COUNSELING/ SP NEEDS			OCCUPATIONAL F & C S		
HEALTH AREA			TRADES & INDUSTRY		
WORK-BASED LEARNING			PRO-TECH ADMINISTRATOR		

5. Are you currently teaching or contracted to work in a professional-technical program? ☐ YES ☐ NO

6. If "yes", indicate school and program: \_\_\_\_\_

Complete sections 7-9 if this is your initial application for certification. If you are applying for renewal of your professional-technical certificate, only provide information in sections 7-9 that is new. Sections 10-14 **MUST** be completed.

7. **Educational Data:** TRANSCRIPTS MUST BE PROVIDED TO DOCUMENT COURSEWORK COMPLETED.

	NAME OF SCHOOL	LOCATION	DIPLOMA, CERTIFICATE OR DEGREE GRANTED	DATE GRANTED	MAJOR
TECHNICAL SCHOOL					
COLLEGE					
COLLEGE					

8. **Specific Training:** (List all schools and private training in special subjects)

COURSE OR SUBJECT	INSTITUTION, COMPANY OR PRIVATE TEACHER	DATES	CLOCK HOURS	CREDITS OR CERTIFICATES

9. **Employment Experience:** (Other than teaching) Please list all wage earning experience. Attach a separate sheet if more space is needed.

FROM MO/YR	TO MO/YR	HRS PER WEEK	KIND OF WORK	EMPLOYER	CITY	STATE


**10. Teaching experience in Public Schools, Business, Industry, etc.**

**C2 (page 2)**

NAME OF SCHOOL OR COMPANY	SUBJECT OR OCCUPATION	CITY	STATE	FROM MO & YR.	TO MO & YR.

11. Have you ever held an Idaho Teacher Certificate? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", what type and what is the year of expiration? \_\_\_\_\_

12. Have you ever had an out-of-state certificate endorsed for use in Idaho? YES \_\_\_\_\_ NO \_\_\_\_\_

13. Have you ever had a teaching certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or another state? \*\* YES \_\_\_\_\_ NO \_\_\_\_\_

14. Have you ever been adjudicated guilty in a court of law of an offense other than a minor traffic violation? \*\* YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*If answer is YES to either questions # 13 or # 14, attach an explanation of the circumstances\*\***

By your signature, upon this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you have and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application could result in denial of your application or revocation of your certificate.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\*\*\*\*\*

THIS PORTION TO BE COMPLETED BY THE STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

\_\_\_\_\_  
TYPE OF OCCUPATIONAL SPECIALIST CERTIFICATE

\_\_\_\_\_  
ENDORSEMENT

\_\_\_\_\_  
ENDORSEMENT

\_\_\_\_\_  
ENDORSEMENT

VALID FROM: \_\_\_\_\_ TO: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
PROFESSIONAL-TECHNICAL CERTIFICATION COORDINATOR DATE

**APPROVAL OF PROFESSIONAL DEVELOPMENT ACTIVITIES  
FOR OCCUPATIONAL SPECIALIST CERTIFICATION**

Name:		Date:	
Address:		Social Security #:	
College/School:			
<b>List only one activity per form</b>	Check One	Hrs or Credits Requested	
College Credit (attach grade report or transcript)			
Paid Work or Clinical Experience			
Workshop, Seminar			
Conference			
Independent Research/Activities Related to Teaching			
Description of Activity: (attach appropriate information/documentation)			
		Completion Date:	
Participant's Signature	Date	Local Administrator's Signature	Date
State Professional - Technical Certification	Date	Will apply	Will <u>not</u> apply
Reason declined:			

Forward **all** copies to:

Coordinator, Professional-Technical Teacher Certification  
Division of Professional-Technical Education  
P.O. Box 83720  
Boise, ID 83720-0095

After processing, one copy **shall** be retained in the Applicant's file in the State Office. The other two copies **shall** be returned, one for the Local Administrator and the other for the participant.

# PROFESSIONAL DEVELOPMENT PLAN

## Professional-Technical Education Personnel

**C4**

Date: \_\_\_\_\_, \_\_\_\_ To \_\_\_\_\_, \_\_\_\_

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. It shall be filed with the Professional-Technical Certification Office, PO Box 83720, Boise, ID 83720-0095.

Name:		SS#	
Home Address:		Phone:	
Current Position:			
Work Address:		Phone:	
Current credential(s) held:			
Credential(s) sought:			
Professional Development Plan Goal Statement:			

ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar	Location of Activity/University	Date(s) Planned	Credit/Clock Hours
INDUSTRY EXPERIENCE/OTHER			

Local Supervisor:	Professional-Technical Teacher Educator:
Title:	Institution:
Institution:	Teacher Educator's Signature:
Supervisor Signature:	Date:
Your Signature:	Date:

Received by the Professional-Technical Certification Office, SDPTE, on Date:

REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET AND SEND A COPY TO THE COORDINATOR FOR PROFESSIONAL-TECHNICAL CERTIFICATION AT THE ADDRESS SHOWN ABOVE.

Revised 5/03

# PROFESSIONAL DEVELOPMENT PLAN

## INDIVIDUALIZED NEEDS ASSESSMENT

C4-1

Identified below are topic areas that might be identified as areas of personal need. Some of these areas might relate to a specific class, workshop, or seminar that is available to professional-technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

### Needs Related Directly to Instruction

_____	Planning, development and evaluation. Surveys adv. committee, occ. analysis	_____	Instructional planning. Develop units of instruction, prepare materials/learners.
_____	Platform skills/instructional execution/basic methods.	_____	Evaluating instruction. Assessing learner performance.
_____	Managing instruction. Budgeting, filing, inventory, records.	_____	Professional-technical guidance. Gathering student data, providing information/education and careers.
_____	School-community relations. Public relations aspects.	_____	Establishing and maintaining a professional-technical student organization.
_____	Professional role development. Teaching profession, establishing a philosophy.	_____	Coordinating a cooperative professional-technical education program.
_____	Implementing competency-based education. Materials and organization.	_____	Special needs students in professional-technical education program. How to teach and meet their needs.
_____	Assisting students in improving their basic skills. Communications and math.	_____	Computer applications in professional-technical education.
_____	Conferencing techniques. Planning for and conducting small/large conferences.	_____	Statistics. Reading, understanding, and utilizing statistical information.
_____	Human development. Theories of learning related to human growth and development.	_____	Multicultural students. Their needs and interests and how to relate to them.
_____	Research. How to read and use the information from research.	_____	Occupational upgrade.
_____	Laboratory management. Safety, layout of equipment, organizing student, maintenance.	_____	
_____	Related area course work in:	_____	
_____		_____	
_____		_____	

### Administrative/Supervisory/Master Teacher Needs

_____	Local program planning, development, and evaluation	_____	Coordination of professional-technical programs.
_____	Managing student recruitment and retention	_____	Administration and supervisors of professional-technical programs, and curriculum development.
_____	Appraising staff development needs and planning for staff development.	_____	Personnel and personnel affairs management.
_____	Business and financial management.	_____	Facilities planning and maintenance.
_____	Communication.	_____	Establishing linkages with industry.
_____	Research. How to conduct research and analyze and utilize findings.	_____	Supervisorship/foremanship.

# **APPENDIX D**

**Idaho State Board of Education Rules**

**Idaho Statutes**



## Idaho State Board of Education Rules

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## **DISCLOSURE**

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquires regarding compliance with this nondiscriminatory policy may be directed to Dr. Marilyn Howard, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle, Washington 98174-1099, (206) 220-7880; FAX (206) 220-7887.

**BUREAU OF CERTIFICATION/PROFESSIONAL STANDARDS  
IDAHO STATE DEPARTMENT OF EDUCATION  
P.O. BOX 83720  
BOISE, IDAHO 83720-0027**



**BOOK RATE**